

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

ADMINISTRATION COMMITTEE

Richard Schadewald, Chair
Vacant, Vice-Chair
Mark Becker, James Kneiszel, John Vander Leest

ADMINISTRATION COMMITTEE

THURSDAY, April 5, 2018

6:00 p.m.

Room 200, Northern Building
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA

****REVISED****

**** PLEASE NOTE DATE & TIME ****

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of March 7, 2018.

- 1. Review minutes of:
 - a. Housing Authority (December 18, 2017 and January 15, 2018).

Comments from the Public

Communications

- 2. Communication from Supervisor Linssen re: To have the County Clerk report to the County Board regarding citizen reports of Election Day deregistration issues. *Referred to the County Clerk at February County Board; Held for a month.*
- 3. Communication from Supervisor Schadewald re: I request the Human Services Committee and the Administration Committee to examine proposals to find ways to attract and keep the local resident in psychiatry to stay and work in Brown County. *Referred from March County Board.*

Resolutions & Ordinances

- 4. Resolution regarding a Change in the Treasurer's Department Table of Organization.

County Clerk

- 5. Budget Status Financial Report for February 2018 - Unaudited.

Child Support

- 6. Budget Status Financial Report for February 2018 - Unaudited.
- 7. Departmental Openings Summary.
- 8. Director Summary for February/March 2018.

Technology Services

- 9. Budget Status Financial Report for February 2018 - Unaudited.
- 10. Technology Services Monthly Report.

Corporation Counsel

- 11. Resolution re: Approving Budget Adjustment - General Fund Transfer.
- 12. Corporation Counsel Report.

Human Resources

- 13. Budget Status Financial Report for February 2018 - Unaudited.
- 14. Turnover Report for February 2018.
- 15. Department Vacancies Report as of March 23, 2018.
- 16. Human Resources Report.
- 17. Director's Report.

Department of Administration

- 18. Budget Status Financial Report & Graph-December 2017 & February 2018 - Unaudited.
- 19. Budget Adjustment Request (17-109): Any allocation from a department's fund balance.
- 20. Budget Adjustment Log.
- 21. Director's Report.

Treasurer – No additional items.**Other**

- 22. Audit of bills.
- 23. Such other matters as authorized by law.
- 24. Adjourn.

Richard Schadewald, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Administration Committee was held on Wednesday, March 7, 2018 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Schadewald, Supervisor Kneiszel, Supervisor Vander Leest, Supervisor Becker
Also Present: Supervisor Linssen; HR Director Kathryn Roellich, Director of Administration Chad Weininger, Corporation Counsel Dave Hemery, Technology Services August Neverman, Child Support Director Maria Lasecki, Public Safety Communications Director Cullen Peltier, Register of Probate Cheryl Beekman, and other interested parties.

I. Call to Order:

The meeting was called to order by Chair Richard Schadewald at 6:15 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to approve the agenda with Item 19 removed. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of February 7, 2018.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

1. Review minutes of:

a. Housing Authority (January 15, 2018).

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public None.

Communications

2. Communication from Supervisor Linssen re: To allocate up to \$150,000 for a study on options for regional Fiber-to-the-Premises development. *Held for 30 days.*

Technology Services Director August Neverman provided a written response to Fiber-to-the-Premises Development in the agenda packet material. He informed the fiber was measurably expensive three quarters of a billion dollars to do fiber to the home. The next option was a shared infrastructure that would reduce the cost but was a half a million dollars. Third option was the shared 5G; it was more practical because it didn't require as much infrastructure in the ground. There would be towers placed throughout the county, similar to existing 4G cellular towers, newer technology, 10G to a cellphone. The main challenge was getting fiber to those. TS recommended that any proposal sought would be open to the public/private partnership where the County would fund infrastructure and the partner would operate a public 5G network and a closed County 5G network (two separate networks) as part of a service agreement.

Linssen questioned if there was any sort of ongoing plan for what they were going to use BCCAN for outside of the current uses. Neverman informed the current plan was to stay with the existing mission and charter, the County Board had permitted them to grow that infrastructure for basically government, municipalities, county, schools, higher education institutions, not-for-profit agencies,

economic development zones, telecommunication agencies so they can partner with them and healthcare so they could improve telehealth and funded by that agency. Another piece they offered was giving them the opportunity to offer security services to municipalities and individual townships, etc. He had a position that he posted and hopefully will fill shortly and can start offering those services if they choose to get their internet through the county and get that additional level of security, especially for smaller agencies.

Corporation Counsel David Hemery informed that there had to be a public purpose to be able to offer it to private partners. They had to analyze it to see if it was a permissible use of government. Weininger informed the closest they were getting to right now was doing it in economic development zones/HUB zones; if they were certified by the federal government as economically distressed areas. They had to research more before they got into the telecom business and competing against that had the fiber. The problem was they could easily change the state law to prohibit the county from doing it. It would probably be better to partner with 2 or 3 of them. The county didn't have the technical expertise to provide the technical service to do the packet delivery.

Weininger stated it wouldn't hurt to send an RFP out to the main telecom providers to see what the proposals were. He explained potential benefits to the county if investors had the opportunity to use county fiber and towers to provide service over Brown County such as there would be bandwidth to provide extra services. It would be a huge savings to the county. Right now, if they can't bond and there wasn't money for 6-years in sales tax, unless the board made a different policy decision, the county didn't have those funds right now available unless they tapped into the general fund. The county wasn't in a great position to do that right now. Linssen wasn't discussing financials at this point and understood the extent of the project.

Kneiszel believed there were municipalities and counties that turned into a public service and stated there was a payback to doing something like that because even if it cost money overall it cost the consumers money and provided better uniform service. Neverman informed that in Northern Wisconsin, they were not already being served high speed internet by some other service so they were getting federal grant money, FCC money to grow their infrastructure because they don't have fiber in the ground already. There were a couple spots in Brown County where they could potentially apply for grant money but it won't pay \$220 million dollars. Weininger informed the City of Shawano tried it, they did the infrastructure but they didn't have the core support so they turned it over to Nsight. Kneiszel noted there were progressive areas in the country where this was happening, Weininger agreed, it was done with the Wi-Fi too. Neverman stated Atlanta did fiber to the home and invested \$597 million and had made back theoretically all of it but it was a huge gamble for them because there was no guaranteed for payback.

Neverman stated that wireless will continue to improve because it required fewer infrastructures so everyone was developing it. If the Federal Government released more frequencies, that would make a massive difference in wireless infrastructure. The problem right now was the interference. The new 5G was a higher frequency so it had a shorter range and you have to have more towers but it was not in competition and they could send more data at once. They were proposing such a big investment to make sure there was a ton of bandwidth on the back end so the traffic can get somewhere instead of bottlenecking. From his perspective, if he were a company very dependent on the internet, he wasn't coming to Green Bay because the bandwidth wasn't here. The highway infrastructure was very similar whether it was physical world highway or fiber in the ground capacity so one of the things they were also trying to negotiate with the State of Wisconsin to try and get fiber down 41 and potentially tie down to Outagamie also.

Further discussions ensued with regard to cost; Neverman stated they were trying to give an idea of initial up front expenses. He would have to contract with someone if they wanted to do estimates and informed there were examples out there if it were to be done private sector. He suggested they focus on building infrastructure that they could then leverage for any provider, get engagement to try and get them to the community and work something out to get 5G.

Linssen informed his original intent was that they look at the numbers and putting them to estimates. He would still be curious to see numbers. Neverman questioned if it were the numbers to provide the internet access or provide the infrastructure that allowed the internet access. He informed they were putting 30 miles of fiber into the ground for the Green Bay School District. Linssen asked if it was so clear that one was the better option that it wasn't worth having someone come in and look at the budget numbers. Schadewald's experience with technology changes and the way things were going, as a county he would say they just look at the roads. Linssen stated that was part of the intention. Schadewald felt if they did the RFP or RFI they would get some parameters for the studies later on.

Linssen stated when they looked at large expense items, it helped to have some sort of grounding as far as the return to the community so they knew how much it was worth investing in and how much they should or could invest in to justify the project. Neverman reiterated he needed clarification.

Supervisor Becker arrived at 6:29pm

Kneiszel felt it would be worthwhile to ask the Chamber to tell the county what this would do for them as far as attracting new business, speeding things up for existing businesses, etc. He wouldn't go forward and authorize a study until he had a better grounding at what this would do and how much it would help. Becker informed he had been part of round tables in his community about this issue and Pulaski homework was given on an iPad and everything they had was electronic and kids in the country had to go into the parking lot of the library for Wi-Fi at night. To bring this out to their businesses would be huge and rural families would benefit from this. Kneiszel felt they needed to blue-sky this and look at what was possible.

Linssen was curious to know what those numbers would be with the various different options proposed, how much they would have to invest, what kind of returns would they see, what companies might jump on and suggested looking to see if the Chamber would be willing to chip in some money for this type of study with certain tie-ins. Neverman didn't know the businesses that would want to move here that would love the high speed internet; he didn't know the school situations it would impact or small business impacts. He couldn't well predict it and even if they paid someone a lot of money, ultimately this was a big risk that had potential big reward. He was proposing taking the middle road to see if they could get someone or multiple telecom companies to come in and build a 5G infrastructure which they were probably going to build anyway but possible 5 years or 10 years from now after the rest of the US had it.

Linssen reiterated he would be curious to see what types of buy-in might be available in the community. Weininger informed the Green Bay Chamber and Advance went through a large comprehensive study and part of it was ensuring there was high speed access. A component piece was creating a high speed internet for development. It was going to come down to what infrastructure they need to put in place and who were the players and suggested an RFI.

Motion made by Supervisor Becker, seconded by Supervisor Kneiszel to direct staff to develop an RFI for a public private partnership for wireless services throughout the county. Vote taken.
MOTION CARRIED UNANIMOUSLY

3. **Communication from Supervisor Linssen re: To have the County Clerk report to the County Board regarding citizen reports of Election Day deregistration issues. *Referred to the County Clerk at February County Board; Also appears on this agenda at the request of Supervisor Linssen.***

Linssen informed he still wanted to have some conversation as there may be potential action that he wanted.

Motion made by Supervisor Becker, seconded by Supervisor Kneiszel to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Communication from Supervisor Hoyer re: Pursue contracting or hiring a grant specialist to find and complete grant applications in the area of Human Services. Held for 30 days.**

Schadewald informed the whole idea of a grant specialist had been going on for forever, some counties had them, some don't and the county had one at one time. They were looking at revisiting the idea of having a grant specialist to find and complete grant application. There were so many grants in the Human Services area and now that it was Health and Human Services, there were a lot of opportunities for grants.

Weininger informed that one misnomer was that there was free money out there and the grant will pay for the person. Usually there was a match but the county will be at their levy limits in 2019. He suggested rather than adding an extra person, Admin could work with Health and Human Services to apply and help write some of it. Schadewald noted that NWTC offered a grant writing class for \$129, he felt it may be fiscally prudent to expense some money to train employees in writing grants.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Budget Adjustment Requests

5. **Budget Adjustment Request (18-38): Reallocation between two or more departments, regardless of amount (Sheriff).**

Motion made by Supervisor Becker, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Budget Adjustment Request (18-44): Reallocation between two or more departments, regardless of amount.**

Public Safety Communications Director Cullen Peltier was present; Weininger informed this was another contingency refund request, he talked to Peltier and he was okay with this. Weininger informed they were redoing the 911 Communications with the CAD system, part of that was going to require some training so there was going to be a carryover request at the board to carryover funds to complete that. But as part of that, Peltier had saved overtime money in 2017, which he wanted to carryover for 2018 to cover some of the training. Because that wasn't actually budgeted for in the budget, he couldn't move that forward as a carryover request because it didn't meet the criteria of it. So what he'd like to do, Peltier still thought that it was really important to train staff and do what was needed to be done so he'd like to use some contingency funds and he talked to him about cutting the request in half from \$48,393 to \$24,000. The justification or reason for that was that in 2017 he was able to maintain those salary savings so he believed in 2018 he hopefully should also be able to maintain those savings but if he doesn't he'll be coming back to make up the rest. The reason Weininger would like to try it this way was because of the \$300,000, there was a rollover request for them too and he'd like to do that.

Motion made by Supervisor Vander Leest, seconded by Supervisor Becker to approve for \$24,000. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Budget Adjustment Request (18-45): Reallocation between two or more departments, regardless of amount (Circuit Court).**

Weininger informed that when they were budgeting for this, they believed there was enough money but when the bids came in they were short. The next step was to offer a carryover request and they didn't have any money to carryover. The only money left was contingency or general fund.

Responding to Kneiszel's questions, Register in Probate Cheryl Beekman informed the request was for her office and Family Court. Court Security could give several instances where they had to get involved. Their office dealt with family dynamics, estate/probates, and people with money, mentally ill individuals and people under guardianships. They were on the first floor, first line of attack per se.

There were times where they didn't feel safe in their office and would like the barrier to feel more secure and protected. Last week they had to lockdown their office because of an incident occurring outside the hall where several security officers had to be deployed to diffuse a family situation. Kneiszel stated there was a study being requested in courthouse security and questioned why this was being done before the study? Weininger replied, before this went to Public Safety he talked with the Sheriff and he and the court group stated they would still like to move forward with this specific one. The issue was that there were channels where you could actually walk in the office and have access outside as opposed to the front counter and there were no barrier within the office.

Kneiszel didn't have a problem with this but he felt wherever possible they needed to look at keeping things as open as they could. He didn't want to interact with people between glass, but understood the situation. Beekman didn't want to but for the safety and security of her staff, she felt like she had to ask for this.

Motion made by Supervisor Vander Leest, seconded by Supervisor Becker to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Resolutions & Ordinances

8. **An Ordinance to Amend Section 2.13 (Closed Sessions and Minutes) of Chapter 2 of the Brown County Code of Ordinance.**

Corporation Counsel David Hemery informed there were two main changes regarding closed sessions and minutes. The Executive Committee felt things should be defined; Hemery agreed and gave a brief explanation of the changes.

Speaking to (5), it states minutes may be approved or amended and approved by the body they regard, any amendments had to be for corrective purposes only. If they amend those minutes they had to keep the original phrase they were correcting but have a strikethrough in it and the correction would appear immediately after and underlined to indicate the correction. Simple grammatical errors were referred to as scrivener errors and can be corrected without permission or authority and that was general in the law.

Motion made by Supervisor Becker, seconded by Supervisor Vander Leest to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Child Support

9. **Departmental Openings Summary.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Becker to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. **Director Summary.**

Child Support Director Maria Lasecki informed it was a very busy time; Monday they had three individuals answering 249 calls. On an average day they normally got about 100-120 calls. In addition to tax season it was the beginning of the month, letters were going out, they were doing license suspension, small arrears letters, etc.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Technology Services

11. **Budget Status Financial Report for January 2018.**

Motion made by Supervisor Becker, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **2017-2018 Carryover Funds.**

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Weininger informed there was a change to the 2017-2018 Carryover Funds and provided a copy of the administrative carryover requests noting that each committee will approve them. These were projects they were going to do in 2017 that weren't completed. Administration was finishing the year to the good, they were going to return roughly \$300,000 and of that he'd like to carryover \$69,000 for professional services to hire a consultant to look at CTC efficiencies and the overall model due to issues based off of audit reports. A \$5,000 carryover for digital county summit, a County Executive initiative to look at technology and how county's use it to be more efficient when delivering services and having the community involved. A carryover of \$16,000 in supplies and technologies for the Board of Supervisors as there was potential for new supervisors in 2018; this would cover possible iPads/laptops. A carryover of private donations for the Veterans' Recognition as they always carry private donations forward; they wouldn't want them to lapse in the general fund as they were meant for that specifically. The next two were projects where money wasn't used so it lapsed to the following year.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to reconsider and change Professional Services from \$34,000 to \$69,000 and approve it. Vote taken. MOTION CARRIED UNANIMOUSLY

13. **Technology Services Monthly Report.**

a. **Response to Fiber-to-the-Premises Development.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Becker to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

b. **2018 Cyber Security Report.**

Neverman informed they wanted to be as open as possible; this report included all the material they could publicly disclose. He pointed out that in the last 90 days they were getting 58,000 attacks a day. They had roughly \$390,000 annually invested in cyber security infrastructure. That was 7% of the TS budget. He will be filling the full-time security person position within the next couple of weeks.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Neverman informed that next month he will have reports and proposals with regard to the Brown County website and closed captioning.

Treasurer

14. **Treasurer's Report - Department Update.**

Treasurer Paul Zeller stated their 2014 property tax foreclosure action culminates in a circuit court hearing and that hearing was adjourned to early April 2018, affectively giving taxpayers an extension to pay due to Judge Zakowski's calendar.

Motion made by Supervisor Becker, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. **Discussion and possible action on the sale of the following tax deed parcels:**

- a. **Parcels SU-796-3, SU-796-4, SU-796-5 at E. Deerfield Ave. in the Village of Suamico (discuss results of meeting with Village of Suamico officials and BC Corp Counsel).**

Zeller stated they attempted to sell the adjacent parcels twice last year, in an open surplus auction format and in a sealed bid format. They were not successful in selling the parcels. What was hanging over the parcels was the possibility of the village imposing retroactively hundreds of thousands of dollars of special assessments which were incurred when the public utilities were provided to the parcels and at that time there was a tiff district created. This committee directed Corporation Counsel and Zeller to meet with village officials. They met with the Village Administrator and their legal counsel in February. The village board took up the issue in closed session on Monday night, March 5th. Zeller heard from Village Administrator yesterday. Zeller was asking and recommending that the committee provide him the ability to sell all 3 parcels according to state statute to the Village of Suamico, the municipal entity, for \$21,474.39. This will make the county whole and would not be on the tax role until 2019, exempt status was based on January 1st.

**Motion made by Supervisor Becker, seconded by Supervisor Kneiszel to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Corporation Counsel

16. Discussion Regarding Options to Revise Chapter 32 of the Brown County Code of Ordinances entitled "Equal Opportunity in Housing," Including Discussion on: 1) Entirely Revising Ch 32 to Utilize Existing State Enforcement Mechanisms (WI Department of of Workforce Development); and 2) the Implications of Adding Gender Identity as a Protected Class to Ch 32.

Hemery informed they looked previously to add transgender to Ch. 4, the Employment Chapter which controlled what the county did when it hired, fired and promoted individuals. Chapter 32, Fair Housing, involved what Brown County did and any landlord in the County of Brown would be subject to and that's where they had to be careful, when requiring other people to do or not do something and the law was unclear. Referring to the packet material, Hemery wanted to see what other comparable counties were doing. In his experience, he was surprised at the ordinance, how it basically created a commission locally to enforce basic federal discrimination laws. He found Ch. 32 was pretty aggressive in its timelines and what it was requiring an appointed commission to do. He'd be really suspect whether the commission was aware of its duties. Should someone file a complaint under Ch. 32 stuff had to happen quickly. Hemery went over Ch. 32.06 Enforcement Procedure, within 10 days of filing someone had to investigate and make a determination whether or not there was probable cause. In 30 days they had to make written findings of facts and an order of to be taken. Penalties were huge which in terms of powers of this commission were huge; they were looking at \$25,000 to \$50,000 penalties. Based on Corporation Counsel's experience, if a complaint came in about housing discrimination it should be forwarded to the state DWD, they had a whole staff of attorneys, hearing officers, procedures, hearing rooms, court reporters, and they know the law unlike the county commission, especially if they were talking ground breaking litigation such as is the current state of transgender/gender identity types of issues. Like Outagamie, Calumet, and Racine County, Brown County could assist with filing complaints to the State DWD who was fully set up to do this and did this day in and day out. Hemery's recommendation would be to refer this to Corporation Counsel to do a rewrite and bring back to committee. Linssen spent time looking at Ch. 32 and he was at a loss for what most of it even did. He understood where Hemery was coming from and a rewrite of Ch. 32 made sense.

Responding to Kneiszel's question about listing transgender under 32.05 PROHIBITED ACTS, Hemery would leave it up to the State DWD and reference the statute as it existed or as it may be amended in the future so they don't have to come back every time another protection was added or something was taken away. If the State of Wisconsin found probable cause, they don't look at what the county's list was, they look at what the law was. Kneiszel stated the state didn't specifically address gender identity. Hemery stated it wasn't an option the state had and they would look through reams of federal case law on gender identity. There was great momentum for the county to opine that gender stereotyping was discrimination, it was something that could apply to gender individuals but again, let the DWD sort those things out.

Schadewald stated their goal was to fix 32. They weren't trying to diminish the efforts but the way Ch. 32 was currently written was a nightmare and they could be sued for missing timelines.

Linssen noted that counties didn't specifically state gender identity or gender expression but site the Wisconsin statute. Hemery informed probably because they don't want to be sued before the law was fully established. Instead they ensure that you have full discrimination protection by referring the complaint to the state that looked at current law and made a determination. He reiterated that it was wise to rewrite Ch. 32 that recognized any type of illegal discrimination was prohibited in Brown County. If they felt discrimination occurred the county would assist with filing a complaint with the DWD. He had no doubt that they actively prosecute and brought these cases forward as the law existed as of the time the complaint was filed. It was a legal analysis they need to do based on the specific facts of that complaint.

Hemery further spoke to the highlighted portion of the HUD.GOV handout from the agenda packet. He informed you can't just in general add the term in because not every type of transgender discrimination at this point in our time and history was prohibited under sex discrimination. If they were to recognize transgender as a protective class, then it would be that you can't discriminate based on sex and on transgender. Currently only certain parts of transgender discrimination were currently recognized in the law as expressed on HUD's own site.

Becker reiterated Kneiszel's idea of adding transgender to the list; Hemery informed that once they throw it in the county was prohibiting discrimination that wasn't clearly prohibited, some were and some weren't under federal law and the county could get sued. Becker stated he would stand up for that. Hemery responded he was more than happy to do it but would need more staff; it was a full time job if they got into federal litigation on constitutional issues. There were all kinds of damages that could be alleged and asserted against the county. These things lead to hundreds of thousands of dollars of suit. This was federal constitutional stuff; there was probably nothing more expensive to litigate than that especially in an area where the law was not developed.

Becker felt the reason this took so long was because no one had the courage to step up. He felt what Linssen was trying to do was the right thing. If it came down to the county might be sued, he would take his chances. Hemery's opinion was not that it came down to whether or not they may be sued, it was based on what the current state of the law was today. You won't get a legal opinion from him based on something other than the law. He would take a bit of offense to lack of courage or based on the fear of being sued, it was based on an objective review of the law. Becker was saying many times at the County Board level they were frozen by fear of an action, fear of spending money, etc. He saw it blatantly.

Linssen would like it to reflect specifically those situations as it was in Milwaukee and Dane County. Technically they could get sued but he felt the risk was very small or large amounts of money. It was a risk he was willing to take. It was a principle reason he brought it up, not an economical one. The message he wanted was that Brown County was open to these individuals living here. He felt they could address the concerns with an enforcement mechanism. Hemery corrected Linssen, it 17 out of 50 states that have enacted those protections.

Vander Leest didn't personally felt the county didn't need any more risks. If the State of Wisconsin was equipped, Hemery should write it as what would be the least risk to the county. A lot of good things said but he felt it was all covered by referring it to the State DWD.

Kneiszel felt if it helped that he would join Linssen in a resolution to the state legislature supporting the idea of adding transgender persons as a protective class. He would like to see what Hemery comes up with in the rewrite, taking into account the sensitivities of everyone in the situation.

Kneiszel was a housing landlord, Vander Leest was a commercial landlord and there may be conflicts when voting to move forward therefore, no action could be taken.

Supervisor Becker excused at 8:35 pm

17. **Corporation Counsel Report.**

Hemery informed that the City of Green Bay had signed the Tax Collection Agreement and provided the county with two parking spots on Adams Street and six on Jefferson Street.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

18. **Budget Adjustment Request (18-37): Reallocation of up to 10% of the originally appropriated funds between and levels of appropriation (based on lesser of originally appropriated amounts).**

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

~~19. **Resolution re: Establishing the Salaries of Certain Elective Officials Clerk of Courts and Sheriff.**~~

20. **Budget Status Financial Report through December 2017.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

21. **Turnover Reports.**

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

22. **Department Vacancies Report.**

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

23. **Health & Dental Plan Reports.**

Roellich informed in 2017 the county went about \$3.5 million over and had a negative equity in it. She received the February report (provided and attached) and the county was doing a little better but didn't have a firm number and anticipated another increase in the premium for health in 2019.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

24. **Director's Report.**

Roellich informed they hired a new Benefits Specialist, she started Monday. The HRIS Analysis that oversaw Payroll had resigned and her last day was Friday. In reviewing the positions and what they needed they looked at hiring a Payroll Manager and that's how they posted it. Same pay level just a job title change. The former analysis had agreed to act on an interim basis until they fill the position.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration

25. **Budget Adjustment Request (18-43): Any allocation from a department's fund balance.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

26. **Budget Adjustment Log.**

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

27. **Director's Report.**

Weininger informed there were two Tax Incremental District (TID) votes coming up for Wrightstown and Ashwaubenon.

Under staffing, Weininger informed they had an intern from UWGB pulling together like counties and looking at TOs, staff counts, costs and expenses to see how each department stacked up to other counties. He was already identifying red flags in some areas and would like her present her findings.

In regard to the community survey, for citizen input, Weininger informed there was different software out there that did poling through social media and it insured that it was actually from the district and area. A number of municipalities had been using it and getting pretty good results. If they had to start looking at their services as an entity and start prioritizing them, this may be a helpful interactive tool to get citizen interaction in the decision-making processes. The cost was roughly \$10,000 annually but you could send out as many surveys through social media, email, etc.

They were close to carrying off the Associated Bank parking lot, which would allow employees to have a cheaper parking place. They will still have to pay roughly \$15.

In regard to the room tax portion of the Expo Hall, they had a planning session and it was moving forward. They were roughing out the larger pieces of it and still needed to do a MOU with Ashwaubenon which they were working on to look at the concept. It was important to board members to have 1-2 listening sessions on the design so there could be some input.

They were looking at settling the Oneida Service Agreement real soon.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

28. **Audit of bills.**

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to acknowledge the receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

29. **Such other matters as authorized by law. None.**

30. **Adjourn.**

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to adjourn 8:58 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, December 18, 2017, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Sup. Andy Nicholson – Chair, Corday Goddard – Vice Chair, Tom Diedrick, Ann Hartman and John Fenner

OTHERS PRESENT: Robyn Hallet, Cheryl Renier-Wigg, Stephanie Schmutzer, Pat Leifker, Matt Roberts, David Wouters, David Pietenpol, Noel Halvorsen, Scott Schoeneman, Erik Hoyer and Bill Paape

APPROVAL OF MINUTES:

1. Approval of the minutes from the November 20, 2017, meeting of the Brown County Housing Authority.

T. Diedrick made a correction to the minutes, stating his name was misspelled throughout.

A motion was made by C. Goddard and seconded by A. Hartman to approve the minutes from the November 20, 2017, meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
For the Month of November, there were 102 preliminary applications.
 - B. Unit Count
The unit count for November was 3,028.
 - C. Housing Assistance Payments Expenses
The November HAP expense totaled \$1,366,787.
 - D. Housing Quality Standard Inspection Compliance
There were a total of 393 inspections, of which 206 passed the initial inspection, 69 passed the re-inspection, 86 resulted in a fail and 32 were no shows.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
There were 364 vouchers that ported out with a HAP expense of \$324,996; ICS was underspent by \$1,345.15 and the FSS program was overspent by \$5.71.
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts and homeownership)
There were 79 active FSS clients, with 45 in level one, 16 in level two, 11 in level three and seven in level four. There were zero new contracts signed, zero graduates, 42 active escrow accounts and 50 homeowners.

G. VASH Reports (new VASH and active VASH)

There were three new VASH clients for a total of 28 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

There were no new investigations assigned. Zero investigations were closed, 15 remain active, and one new application was approved in Green Bay.

A motion was made by T. Diedrick and seconded by A. Hartman to receive and place on file the Report on Housing Choice Voucher Rental Assistance Program. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

3. Consideration with possible action to award Project Based Vouchers to NeighborWorks® Green Bay and Ecumenical Partnership for Housing.

R. Hallet shared that staff was approved to post a Request for Proposals (RFP) for Project Based Vouchers (PBV) in October. Two proposals were submitted: one from NeighborWorks® Green Bay and one from Ecumenical Partnership for Housing (EPH). A selection committee reviewed the proposals, and ranked them. Though this is a competitive process, the Authority can choose both, neither, or just one of the applications. The committee is recommending both for approval.

NeighborWorks® currently has 122 units that are under Project Based Vouchers. Their proposal indicated that they would like to remove 16 of their current units and add 53 to the Project Based Vouchers Program. The committee recommended that the existing units, minus the 16 proposed to be removed, be approved, and that, of the 53 additional units, only the ones that are not located in high poverty areas be approved, which came to 18 units. NeighborWorks® then countered back that two of their apartment complexes, one located on Webster and the other on Phoebe & Lincoln, have some floating units added to the program.

C. Renier-Wigg stated that adding some of these units to the Project Based Voucher Program would be a great opportunity for deconcentrating poverty in the downtown Green Bay area.

A. Nicholson inquired about the difference between tenant based vouchers and project based vouchers. R. Hallet stated that tenant based vouchers are attached to the tenant, so that the tenant can use that voucher at any accepting rental unit. These can be ported out if the tenant decides to move. Project based vouchers are attached to a particular address and are not ported out. Tenants in project based units may convert to a tenant based voucher after living in the project based unit for at least one year if the PHA has tenant based vouchers available and then once the tenant has a tenant based voucher, they could port out if they so choose.

The Authority then discussed EPH's application.

R. Hallet stated that EPH proposed 12 units to become project based. These units are all single family homes or duplexes. EPH would like to make four of their already existing properties project based and the remaining eight *future* units, which they plan to purchase in the upcoming two years, be project based as well. The committee recommended approving the four existing

units, and restricting the proposed future eight units to be in locations that are not high poverty areas. R. Hallet shared a map illustrating which areas are impoverished and which are not.

A motion was made by C. Goddard and seconded by T. Diedrick to open up the floor. Motion carried.

Noel Halvorsen and David Pietenpol represented NeighborWorks® and EPH, respectively. They reiterated some of their requests and thanked the Authority for the opportunity to help those experiencing poverty to become self-sufficient.

A motion was made by C. Goddard and seconded by J. Fenner to close the floor. Motion carried.

A. Nicholson shared reservations about the additional 35 units being requested by NeighborWorks® because he did not want the units concentrated in Green Bay.

N. Halvorsen stated that he would be willing to only propose units outside of Green Bay as a requirement should his proposal be awarded.

The Authority discussed that they would need to obtain more information from Corporation Counsel to add this stipulation to the RFP.

R. Hallet summarized that the proposal is to approve NeighborWorks® for 131 Project Based units, which would consist of 106 units that are currently Project Based, 18 newly requested units, plus 3 floating units on Webster and 4 floating units on Lincoln and Phoebe.

A motion was made by C. Goddard and seconded by J. Fenner to award NeighborWorks® 131 project based vouchers. Motion carried.

It was clarified that additional units that NeighborWorks® may wish to propose in lieu of those not recommended for approval would need to be brought back to the Authority for approval at a later time.

Discussion then switched to EPH's proposal. It was reiterated that EPH's request is for 12 PBV, four on units they currently own, none of which have previously been project based. C. Renier-Wigg suggested these units be treated similarly to NeighborWorks®, in that the four could be approved now and EPH could come back to request approval for other units, provided they are outside of the City of Green Bay.

A motion was made by A. Hartman and seconded by C. Goddard to accept Ecumenical Partnership for Housing's request for four Project Based vouchers. Motion carried.

4. Consideration with possible action to extend NeighborWorks® Green Bay's existing Project Based Voucher contracts, if not awarded in above agenda item.

This item is no longer needed since the Project Based Vouchers were approved above. A motion was made by C. Goddard and seconded by A. Hartman to receive and place on file. Motion carried.

5. Consideration with possible action on approval to changes to Chapter 17 (Project Based Vouchers) of the Administrative Plan.

R. Hallet stated that Chapter 17 pertains to Project Based Vouchers. EPH serves homeless individuals exiting shelters and transitional housing. They are requesting a separate waiting list for their Project Based Vouchers so they can continue to serve this population. A similar separate waiting list already exists for veterans at Veteran's Manor.

A. Nicholson expressed he wasn't in support of this since it wasn't included in the above discussion. His opinion is to keep everything the same.

A. Hartman asked how this would affect EPH. R. Hallet explained this would affect EPH's mission because their mission is to serve homeless families.

R. Hallet explained this request was included in EPH's proposal and was intentionally held as a separate agenda item. She further indicated that without allowing for a separate waiting list, all families applying for PBV would also be applying for EPH's units; the majority of such families would not be homeless and thus would not fit EPH's mission.

R. Hallet explained the BCHA already allows this separate waiting list for Veteran's Manor, which has residency criteria specifically for veterans. This request is similar but instead of veterans, would be for homeless families exiting shelters.

A. Hartman asked if EPH requested in the RFP to have a separate waiting list. R. Hallet responded yes. A. Nicholson said this wasn't mentioned in the earlier agenda item because R. Hallet stated she didn't want to complicate matters. A. Nicholson opined that this would have been an important point to consider earlier.

A. Hartman asked if by approving the four units for EPH, did that include approval of the separate waiting list? R. Hallet responded no.

C. Goddard clarified that this change would not provide for a secret list; rather, it's providing a special list for homeless families, just as how a special list currently exists for veterans.

A. Nicholson expressed that he understands, but he's not going to support it. He doesn't agree with it.

A. Hartman inquired if non-veterans can live at Veteran's Manor. R. Hallet explained her understanding is that for both Veteran's Manor and EPH, if there were no other applicants, they would accept applicants who do not meet the residency criteria.

A. Nicholson stated his impression was that Veteran's Manor was for veterans only. A. Hartman reiterated that veterans are served first; then they can open it up to non-veterans rather than leaving a unit vacant. A. Hartman inquired if Veteran's Manor has a waiting list; others present responded they do.

R. Hallet stated this topic isn't something she was intentionally withholding; anyone on the selection committee could vouch that EPH made it clear in their proposal that their mission is to serve homeless families.

A. Nicholson interjected, saying he felt this was a major point that should have been pointed out sooner. He stated the commissioners have fulltime jobs and are volunteers and need as much information as possible because they forget. R. Hallet stated that selection committee members

are chosen to review the details of the proposals so that each commissioner doesn't have to. A. Nicholson asked if he had seen the proposals. R. Hallet responded no because he was not on the selection committee. A. Nicholson stated that as the chairman it would have been nice if he could have been briefed on the basics of it. R. Hallet responded that is what she did at the beginning of this agenda item.

A. Hartman asked if EPH's mission would suffer without this. R. Hallet stated a conversation with D. Pieterpol would be needed to determine how this would be addressed if not approved. A. Nicholson suggested he could be involved and could address it with D. Pieterpol.

N. Halvorsen offered that this change might not be necessary today and perhaps it could be tabled until there's a chance to talk to D. Pieterpol. A. Nicholson suggested this be held until the next meeting.

A motion was made by A. Hartman and seconded by A. Nicholson to hold until the next meeting.

T. Diedrick expressed approving this wouldn't hurt anything and that he wants to see homeless people getting priorities. He would support this.

A. Hartman inquired if homeless people already have a priority on the HCV program. C. Goddard emphasized that the focus here is on homeless families, that Green Bay does not have many resources for homeless families. He interjected that he has worked with EPH before, so advised commissioners to take that into account. He explained that this is a group of churches willing to do that work that we are not doing, so we should get out of their way. If there are other organizations willing to do the work that we will not do to serve the community, we should get out of their way. He doesn't think this would mess anything up. A. Nicholson disagreed, stating he is an alderman and it's not a good idea to get out of someone's way. C. Goddard stated that the City then should step up and do what needs to be done; if things are not being done, someone has to do it.

A. Nicholson expressed that he believes that the City of Green Bay has already made strides to address homelessness. For example, the City allowed St. John the Evangelist to open a homeless shelter. He stated he hasn't seen other communities in Brown County except Green Bay take leadership on this issue.

C. Goddard stated he believes that, but reiterated there are not adequate services for homeless families. As a community, we could be doing more, but we are not. EPH is an organization that is offering to do it.

A. Hartman inquired what the benefits would be to making this change. T. Diedrick stated that the only people EPH will take are homeless families; anyone else who applies would not be eligible. N. Halvorsen clarified that without this, the next PBV applicant on the list would have to go into an EPH unit. B. Paape explained that the fundraising EPH does is for the specific mission of serving homeless families, so that is in part the reason for the importance of this. A. Nicholson stated he understands.

J. Fenner stated that he would support this proposal.

A vote was taken on the motion on the floor. A. Hartman and A. Nicholson voted aye; C. Goddard, T. Diedrick and J. Fenner voted nay. Motion was denied.

A motion was made by T. Diedrick and seconded by C. Goddard to accept the proposed changes to Chapter 17.

A. Nicholson stated that he would not accept the motion as the chairman of the BCHA. He stated that he believes, as an officer of the City, we should talk to D. Pietenpol. C. Goddard inquired about the technicalities of A. Nicholson serving as an officer of the City on the BCHA Board. A. Nicholson stated he didn't know if there was a technicality, but he is there to protect the City and he needs answers. He stated that he wasn't aware of this stipulation when the previous agenda item was passed. R. Hallet interjected stating that this item was on the agenda, which he received on Friday. A. Nicholson said he knows, but he overlooked it.

A. Nicholson stated that as chairman, he's not going to entertain the motion. J. Fenner stated he doesn't believe he has that authority. A. Nicholson stated he does. J. Fenner pointed out that A. Nicholson just put forward that he is an Alderman of the City of Green Bay and he doesn't believe he has the authority to use that at a Brown County Housing Authority commission. He doesn't believe it's in order for A. Nicholson to use his aldermanic position to stop a motion.

A. Nicholson acknowledged J. Fenner's point. A. Nicholson stated that if he doesn't accept the motion, it goes back on the agenda for the next meeting.

J. Fenner inquired why T. Diedrick's motion can't be recognized. A. Nicholson responded he can refuse to recognize it as the BCHA chairman. J. Fenner again inquired why, to which A. Nicholson responded it is according to Robert's Rules of Order and that it's because he wants more information. J. Fenner stated that there are three of them in support of this motion and because A. Nicholson didn't read the agenda should not be a valid reason for the rest not to vote on this. A. Nicholson reiterated it is because he would like more information and the meeting will move forward and this item will be placed on the next meeting's agenda. J. Fenner stated an objection to A. Nicholson's ability to deny the motion. A. Nicholson acknowledged J. Fenner's objection and moved on to the next agenda item.

6. Consideration with possible action regarding BCHA joining the Redevelopment Authority of the City of Green Bay and other interested Housing Authorities in Brown County to conduct a county-wide Affirmatively Furthering Fair Housing (AFFH) assessment.

R. Hallet stated that housing authorities are required to conduct an Affirmatively Furthering Fair Housing assessment to determine needs of fair housing. She is requesting that the BCHA join a local consortium, which will publish an RFP allowing contractors in the area to submit proposals to conduct this AFFH process. Costs will be determined by the proposals and then will be split among the members of the consortium.

Likely members of the consortium, in addition to the BCHA, would include the City of Green Bay Redevelopment Authority, the Green Bay Housing Authority and the De Pere Housing Authority. NEWCAP and WHEDA were also invited to participate. Pulaski Housing Authority has opted not to be included due to cost.

A. Hartman inquired about the potential costs of this assessment.

R. Hallet stated that Sheboygan County recently published an RFP and received two proposals with amounts of \$32,000 and \$45,000. Based on the size of Brown County, R. Hallet estimated that the total cost may be around \$60,000, split between the consortium members. So the BCHA's portion may be about \$20,000.

A motion was made by C. Goddard and seconded by T. Deidrick to approve of the BCHA joining the Redevelopment Authority of the City of Green Bay and other interested Housing Authorities in Brown County to conduct a county-wide Affirmatively Furthering Fair Housing (AFFH) assessment. Motion carried.

7. Consideration with possible action on BCHA budget and Resolution 17-03.

R. Hallet stated that this agenda item was discussed at the November meeting, at which time further information was requested. R. Hallet shared a summary of each of the changes in the budget. She then walked the Authority through each of these changes.

R. Hallet and S. Schmutzer answered some questions that were received regarding the budget.

A motion was made by A. Hartman and seconded by J. Fenner to approve the BCHA budget and Resolution 17-03. Motion carried.

BILLS AND FINANCIAL REPORT:

8. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer shared that a payment was made to NeighborWorks® for down payment and closing costs that were approved at a previous meeting. Additionally, some legal fees and staff training bills also came in.

A motion was made by C. Goddard and seconded by T. Deidrick to accept the BCHA bills. Motion carried.

9. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer stated that nothing out of the ordinary was on the financial report. She stated that the Authority might see this document again with the end of the year wrap-up.

A motion was made by A. Hartman and seconded by T. Deidrick to accept the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

Schedule of BCHA Meetings for 2018

R. Hallet pointed out that the April and September meeting dates were changed due to staff scheduling conflicts.

Date of next meeting: January 15, 2018

A motion was made by C. Goddard and seconded by J. Fenner to adjourn at 4:50 p.m. Motion carried.

LNC: RAH

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, January 15, 2018, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Sup. Andy Nicholson – Chair, Corday Goddard – Vice Chair, Tom Diedrick, Ann Hartman and John Fenner

OTHERS PRESENT: Robyn Hallet, Cheryl Reiner-Wigg, Stephanie Schmutzer, Pat Leifker, Matt Roberts, David Pietenpol, David Vander Bloomen, Guy Zima, Erik Hoyer, Janet Angus, Tom DeWane, and Scott Schoeneman

APPROVAL OF MINUTES:

1. Approval of the minutes from the December 18, 2017, meeting of the Brown County Housing Authority.

A. Nicholson requested that the minutes be sent back for more clarification on item number five.

A motion was made by A. Hartman and seconded by C. Goddard to bring the minutes back for approval at the next meeting. Motion carried.

COMMUNICATIONS:

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
For the Month of December, there were 62 preliminary applications.
 - B. Unit Count
The unit count for December was 2,993.
 - C. Housing Assistance Payments Expenses
The December HAP expense totaled \$1,351,808.
 - D. Housing Quality Standard Inspection Compliance
There were a total of 383 inspections, of which 213 passed the initial inspection, 63 passed the re-inspection, 71 resulted in a fail and 36 were no shows.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
There were 367 vouchers that ported out with a HAP expense of \$328,561; ICS was overspent by \$31,861.21. For the year, ICS was underspent by \$35,134.71. The FSS program was overspent by \$2,367.85, but underspent by \$2,665.66 for the year
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts and homeownership)
There were 77 active FSS clients, with 49 in level one, 15 in level two, 7 in level three and seven in level four. There were zero new contracts signed, zero graduates, 40 active escrow accounts and 50 homeowners.

- G. VASH Reports (new VASH and active VASH)
There was one new VASH client for a total of 29 active VASH clients.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations
There were no new investigations assigned. One investigation was closed, 15 remain active, and no new applications have been processed as ICS is not currently pulling from the waiting list. For the breakdown of investigations by municipality, 13 were in Green Bay, and two in De Pere.
- I. Quarterly Langan Denials report
There were no new applications processed this quarter.
- J. Quarterly Active Cases Breakdown
The cases were broken down into four categories: the head of household is either elderly or disabled, which included 55 percent; the head of household is not elderly or disabled, but there is some earned income included, at 33 percent; the head of household is not elderly or disabled, has no earned income, but has dependents included, 10 percent; and the head of household is not elderly or disabled, there are no minors in the household, and there is no earned income, two percent.
- K. Quarterly End of Participation
There were 81 total terminations for the past quarter. The top three reasons for termination were voluntary terminations, family obligation violations, and deceased tenant.
- L. Quarterly Customer Service Satisfaction
P. Leifker reported the results of the Quarterly Customer Service Satisfaction Survey. Out of a total of 93 responses, 90 respondents rated the customer service as "excellent", and three indicated that the customer service was "very good".

A motion was made by A. Hartman and seconded by C. Goddard to receive and place on file the Report on Housing Choice Voucher Rental Assistance Program.

OLD BUSINESS:

None

NEW BUSINESS:

- 3. Discussion on recent recommendations on Chapter 17 and how these recommendations were determined.

A. Nicholson shared that at the previous BCHA meeting, this item was held up because he wanted to have more discussion about it. A. Nicholson stated that he was unaware of the committee's existence and questioned why this issue was listed as a separate agenda item.

R. Hallet indicated that she set up the committee as was indicated by the RFP. The committee did not have any input on Chapter 17; they only discussed the two proposals that were submitted. She explained that prior to publishing the RFP, R. Hallet discussed EPH's mission with leaders of their organization and based on her knowledge and understanding of the PBV program and the Administrative Plan, she concluded that, to maintain EPH's mission, a

separate waiting list would be needed under the PBV program, and thus a change to Chapter 17. This change would be modeled after an already existing waiting list for veterans at Veteran's Manor. The difference is that EPH's priorities would be given to homeless families exiting shelters.

A. Nicholson asked R. Hallet to define what she meant by "homeless families exiting shelters or transitional housing programs."

R. Hallet answered that this mission was indicated in EPH's proposal; it is the population that EPH serves. These families would need to be referred by shelters or transitional housing programs like Freedom House, for example. Currently, when someone applies to the Housing Choice Voucher Program, the applicant must indicate which programs' waiting list they would like to be on (HCV, Project Based Vouchers, or Veteran's Manor). When a PBV owner has a vacancy, they contact ICS, who provides them the list of applicants on the PBV waiting list. If Chapter 17 is not amended to allow a separate waiting list for EPH's units, EPH would get a list of all the PBV applicants, most of which would not be homeless and thus not meet EPH's mission and residency criteria.

A. Nicholson asked if Chapter 17 was discussed by the RFP committee. R. Hallet stated it was not. A. Nicholson stated he thought that was the discussion last month.

A. Hartman asked R. Hallet to specify the population that would qualify for EPH project based voucher. R. Hallet replied that only homeless families who are referred by a shelter or transitional housing organization would be eligible.

C. Goddard added that as a participant in the EPH program, the family must agree to work with the Salvation Army as a caseworker to create a plan to work toward financial independence. It is intentionally moving them from homelessness to a more stable housing situation.

A. Hartman questioned if ICS provides this service. P. Leifker clarified that ICS does not provide transitional housing. ICS offers an optional Family Self Sufficiency program that is open to any HCV participant.

M. Roberts indicated that a mission of ICS is to help participants achieve self-sufficiency, so they market the FSS program heavily. However, the federal government prohibits them from mandating participation.

A. Hartman asked for clarification by inquiring if it's correct that HCV participants can't be forced into the FSS program, but if they volunteer ICS tries to work with and encourage them; but if they don't volunteer, they can just want to sit and watch TV and play video games.

R. Hallet asked that the committee members do not make such assumptions about the people they serve.

A. Nicholson questioned why he didn't know about the committee. R. Hallet stated that in October, when she brought the RFP to the Authority for approval, the RFP explained the committee and she also verbalized at the meeting that anyone who wished to participate in the committee should let her know.

A. Nicholson stated that he wished he would have been notified of the recommendations that came out of the committee.

D. Pietenpol from EPH directed the committee to a document that articulates EPH's place in the community. It stated that many families enter the system through a shelter. Some families are able to get back on their feet quickly, while others need more support. For these families, transitional housing is a good option. Brown County is lacking in affordable housing, so even when a family later becomes ready to leave transitional housing, they are often unable to do so because they are unable to afford unsubsidized rent. EPH therefore has started to provide long term supportive housing for families like these. The families live in a subsidized rental unit while they continue to work with The Salvation Army's case management program to take further steps toward self-sufficiency. EPH is a big advocate of the Housing Choice Voucher Program because for a lot of families, that is the only way they can move forward to self-sufficiency. EPH is requesting a separate waiting list so that they can continue their mission of serving homeless families referred from shelter or transitional housing. If there would be no such families on the waiting list, then they would defer to the general PBV waiting list.

A. Nicholson asked if this change would speed up the process of getting a voucher for those who qualified.

D. Pietenpol stated that depending on the length of ICS's waiting list, this separate waiting list could allow homeless families to access vouchers faster than through the general HCV program.

A. Nicholson asked if EPH would be providing the same service as ICS on a smaller scale. D. Pietenpol clarified that the eligibility still goes through ICS, with the same eligibility process. EPH is simply asking that instead of them drawing from the general PBV waiting list, that they be allowed a separate waiting list for those who have applied to ICS but are homeless.

A. Nicholson asked if this change would create a separate waiting list. R. Hallet and D. Pietenpol clarified that it is a separate eligibility requirement.

G. Zima asked about the percentage of HCV participants who are families. R. Hallet and P. Leifker directed him to the quarterly report shared earlier in the meeting.

G. Zima asked why a separate waiting list is being created if only 45% of participants are families. R. Hallet replied that this waiting list would specify the families that qualify for EPH's program as their mission connotes.

G. Zima stated that he felt that project based housing goes against the free enterprise system. He worried that certain landlords could take advantage of the system.

R. Hallet explained that HUD mandates that general PBV rents are set at the lowest of three criteria: 110% of the fair market rate for the area, rent that is reasonable compared to other unassisted units, or the rent the owner requests. This keeps landlords from taking advantage of the system. The HUD fair market rents for the Green Bay Metropolitan Statistical Area were displayed.

D. Pietenpol informed the commissioners that all of their properties rent out well below market value as to provide the best assistance for their clients.

Upon questioning, P. Leifker stated that the rent amounts include utilities. A. Nicholson inquired what happens if the tenant doesn't want to pay utilities. P. Leifker answered that not paying the utilities would violate their lease with the landlord, so it would be the landlord's responsibility to decide the consequences. If the tenant was evicted, he or she would be terminated from the program. He also added that ICS mandates that the rent on their properties align with reasonable market rate. They have inspectors run rent comparables with other units before rent can be raised.

G. Zima inquired about how rents amounts for PBV units compare to rents on the general HCV program. P. Leifker and R. Hallet responded that such data wasn't immediately available but could be gathered. P. Leifker reiterated that the rent needs to meet rent reasonable requirements.

A. Nicholson stated that he is worried about straying from the traditional system. At January's meeting, he thought that the selection committee was also making recommendations about Chapter 17, but after clarification he understood.

A motion was made by T. Deidrick and seconded by C. Goddard to place this item on the agenda for the next BCHA meeting.

Under discussion, A. Nicholson asked if the families in EPH's program have to maintain some type of employment. D. Pietenpol answered that the families are required to maintain some type of employment. EPH also does background checks on criminal activity. Though they do not screen for evictions, they do screen for chronic addiction issues.

G. Zima asked if the landlords for project based vouchers are nonprofits and if the same rent criteria apply to nonprofit landlords. He worried that because nonprofits do not pay taxes, they have an unfair advantage. He opined that they should charge lower rents. He felt that nonprofits get more money than they deserve and are paying big salaries.

D. Pietenpol reiterated that all of their units are below market value. EPH subsidizes rent out of their own funds, collected through generous donations, prior to families receiving a voucher. He said that they are not amassing wealth and he would be willing to share his salary history with the Authority.

T. Diedrick also commented that as an Executive Director of a non-profit, he feels the generalized comment made by G. Zima about non-profits amassing money was inappropriate.

G. Zima explained that in his experience, there have been a lot of nonprofits that were not held accountable.

J. Angus, a local landlord, stated that she charges much less than fair market rent. She worries that, as a taxpayer, she has to compete with nonprofits and with subsidized rental units and this will make the rents increase in the community. She also expressed concern over the number of PBV units in Brown County and if those are nonprofits that are not paying property taxes, that is costing the community a lot of money.

C. Goddard stated that the fair market rents were determined by averaging the rents in the area. They are not made up by the federal government or designed to make economically challenged families pay more. The specific methodology is listed on the HUD website.

J. Fenner indicated that the Authority has no control over the amounts of the fair market rents. The federal government sets the fair market rates.

Motion carried.

BILLS AND FINANCIAL REPORT:

4. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer shared that Habitat for Humanity made their first drawdown on the funding BCHA had committed to their Western Avenue projects.

A motion was made by T. Deidrick and seconded by J. Fenner to accept and place on file the BCHA bills. Motion carried.

5. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer stated that the year-end financials will come back at the February meeting for final approval for the year.

A motion was made by A. Hartman and seconded by C. Goddard to accept and place on file the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

6. Lead the Way Training, PIH Lumberton Case Study.

R. Hallet stated that this is the last segment of the Lead the Way Training.

Authority members commented that they were not able to access the website for the case study.

A motion was made by A. Hartman and seconded by J. Fenner to carry this item over to the next agenda. Motion carried.

R. Hallet stated that she would look into the issue with the website.

On another note, she reminded the commissioners of the Housing Summit taking place at the Brown County Library on January 17.

7. Date of next meeting: February 19, 2018.

A. Hartman stated she would be unable to attend the next meeting.

A motion was made by C. Goddard and seconded by J. Fenner to adjourn at 4:50 p.m. Motion carried.

LNC:RAH



305 E. WALNUT STREET, ROOM 120
P.O. BOX 23600
GREEN BAY, WI 54305-3600

SANDRA L. JUNO
COUNTY CLERK

PHONE (920) 448-4016 FAX (920) 448-4498

juno_sl@co.brown.wi.us

TO: County Board of Supervisors
FROM: Sandy Juno
DATE: Feb. 22, 2018
RE: *Supervisor Linssen's communication for information on inactivation of Voters*

Attached please find information regarding Wisconsin Elections Commission mailing of postcards to WisVote electors who may have moved.

Electors' registration status is inactivated on WisVote if they received a notification postcard and did not return it to their municipal clerk within the specified deadline to retain their active voting status. Hence, the elector is required to reregister in order to vote in Wisconsin.

Wisconsin electors can contact their municipal clerk to verify registration status or they can go to the Myvote.wi.gov website to check their registration status and/or to reregister to vote.

###

Wisconsin Elections Commission

State of Wisconsin

212 E. Washington Ave., Third Floor • Madison, WI 53703 • elections@wi.gov • (608) 262-8005 • <http://elections.wi.gov>

FOR IMMEDIATE RELEASE:
November 6, 2017

FOR MORE INFORMATION, CONTACT:
Reid Magney, 608-267-7887

State of Wisconsin Mails Postcards to Voters Who May Have Moved

MADISON, WI – The State of Wisconsin has begun mailing postcards this week to approximately 343,000 registered voters who may have moved in-state and need to reregister or moved out of Wisconsin and are no longer eligible.

"This official postcard is a new step we are taking to ensure the integrity of voting in Wisconsin," said Michael Haas, Wisconsin's chief elections official.

The Wisconsin Elections Commission is sending the postcards to voters who have told another government agency that they have moved recently. Haas explained that these voters may have changed their address with the post office, updated their address with the Wisconsin DMV or applied for a driver license in another state.

"If you move, even within a city or to an apartment in the same building, you must update your voter record by reregistering," Haas said.

Unlike postcards the Commission mails out to inactive voters, the postcards to movers will be forwarded to their new addresses, Haas said. That way, voters who have moved will be reminded that they need to reregister.

The postcard asks recipients whether they want to remain active on the state's voter list. To remain active, voters have one month to mail a return postcard to their municipal clerk. Voters who do not respond will be deactivated. Voters will also be deactivated if the postcard is undeliverable by the Post Office.

"This mailing helps ensure that people who have moved and are no longer eligible to vote are reminded that they need to reregister," said Haas, administrator of the Wisconsin Elections Commission. "It is not designed to keep any active voter's name off the poll list."

Voters who have moved should not return the postcard. Instead they must re-register at their new address. Voters can now register online up to 20 days before an election at the [MyVote Wisconsin website \(www.myvote.wi.gov\)](http://MyVote.Wisconsin.gov) if they have an up-to-date Wisconsin driver license or state ID card. They may also register by mail up to 20 days before an election, after which they may register at the clerk's office until the Friday before the election, or at their new polling place on Election Day.

Some voters who did not move may receive a postcard if they registered a vehicle at a different address, either in Wisconsin or another state. If you receive a postcard but did not move, please mail the postcard to your local municipal clerk, whose address is on the card, and your registration will continue unaffected.

The Commission used information from the Electronic Registration Information Center (ERIC), a multi-state group that helps its members keep their voter registration lists current by identifying voters who may have changed their address, moved out of state or died. One of the requirements of membership in ERIC is to send mailings to voters who may have moved.

Assistant Administrator Meagan Wolfe said that this postcard mailing is one of many ways the Elections Commission helps Wisconsin's 1,853 municipal clerks keep the voter list current. "Working together with Wisconsin's clerks, the Commission is improving data quality to make the voter list more accurate," Wolfe said. "This has many benefits to Wisconsin voters and taxpayers, both in the election process and in the costs of conducting elections."

Voter Registration and List Maintenance Facts

- Wisconsin has a voting-age population of 4,469,475 people, according to estimates by the state's Demographic Services Center.
- Of those, 3,345,821 people were actively registered to vote on November 1, 2017.
- Wisconsin has had a statewide voter registration list since 2006.
- In 2016, Wisconsin joined the multi-state Electronic Registration Information Center (ERIC), which provides members with additional tools to keep their voter lists current by identifying eligible residents who are not registered, and voters who may have moved or died out of state.
- In September of 2016, Wisconsin mailed postcards to 1.28 million people identified by ERIC as being eligible to vote but unregistered, encouraging them to register to vote.
- This postcard mailing is Wisconsin's first attempt to contact voters who may have moved.
- A portion of the 343,000 postcards to individuals who have moved were mailed starting on November 3 and the remaining postcards will be mailed over the next week.
- A spreadsheet containing the number of postcards sent to voters in each Wisconsin county will be available on the WEC website Tuesday.

More information about the ERIC list maintenance process is posted to the Commission's website: <http://elections.wi.gov>.

NOTE TO EDITORS: An image of a sample Election Mail postcard is attached. Your publication of the sample postcard as companion art to a story will help assure voters it is not a scam.

###

The Wisconsin Elections Commission is responsible for administration and enforcement of election laws in Wisconsin. The Commission is made up of six Commissioners – four appointed directly by the State Senate Majority Leader, Speaker of the Assembly and the Minority Leaders in the State Senate and Assembly. The remaining two Commissioners are by the Governor with confirmation by the State Senate from lists of former municipal and county clerks submitted by the legislative leadership in each party.

Carlie Bruecker
CITY OF MEQUON
11333 N CEDARBURG RD
MEQUON, WI 53092-1930



.....AUTO**ALL FOR AADC 530 22 8079
ERIC M LEEP
1614 S BARSTOW ST
MEQUON WI 53092-1031

MOVED? YOU MAY NEED TO RE-REGISTER TO VOTE.

- ✓ If you have moved, please visit our online voter registration site MyVote.wi.gov and update your address. You can also register to vote in your municipal clerk's office or at the polls on Election Day.
- ✓ If you would like to stay registered at the address listed on the attached continuation card, please sign the card and return it to our office within 30 days.
- ✓ If you do not register at your new address at this time and do not return the continuation card within 30 days, you will need to re-register before you are able to vote.

Questions? Call the State of Wisconsin Elections Commission toll free at (866) 868-3947.

CONTINUE MY WISCONSIN VOTER REGISTRATION

If you would like to continue voting in Wisconsin at this address, sign below and return this card to your clerk.

ERIC M LEEP
4382 HICKORY RD
MEQUON WI 53092-1031

Return Postcard by Dec. 15, 2017

Sign x _____ Date: ____ / ____ / 2017

If you have moved and no longer live here, please visit myvote.wi.gov and update your voter registration.

If you do not register at your new address at this time and do not return the continuation card within 30 days, you will need to re-register before you are able to vote.

CITY OF MEQUON - OZAUKEE COUNTY
0014044805



**Return
Postage
Required**

Carrie Bruecker
CITY OF MEQUON
11333 N CEDARBURG RD
MEQUON, WI 53092-1930

PREST FIRST CLASS
 US POSTAGE
 PAID
 MADISON WI
 PERMIT NO 1269

We have received information that you no longer live in Wisconsin. If you have moved out of state you may not be eligible to vote in Wisconsin. You may only vote in one state.

- ✓ If you would like to continue voting from Wisconsin at the address listed on the attached continuation card, please sign the card and return it to our office within 30 days.
- ✓ If you do not return the continuation card within 30 days, your Wisconsin voter registration will be cancelled. You may register to vote in the state where you currently live.

**Questions? Call the State of Wisconsin Elections Commission
toll free at (866) 868-3947.**

550

If you would like to continue voting in Wisconsin at this address, sign below and return this card to your clerk.

Return Postcard by Dec. 15, 2017

Sign X _____ Date: ____/____/2017

if you do not return the continuation card within 30 days, you will no longer be registered to vote in Wisconsin.

You may register to vote in the state where you currently live.

CITY OF MEQUON - OZAUKEE COUNTY
0014044805



1 0 0 3 1 9 4 4 0

**Return
Postage
Required**

Carrie Bruecker
CITY OF MEQUON
11333 N CEDARBURG RD
MEQUON, WI 53092-1930

County Name	Voter Count
Adams County	822
Ashland County	734
Barron County	2102
Bayfield County	589
Brown County	14279
Buffalo County	526
Burnett County	614
Calumet County	2180
Chippewa County	2848
Clark County	1041
Columbia County	2805
Crawford County	632
Dane County	51067
Dodge County	3856
Door County	1259
Douglas County	2417
Dunn County	3029
Eau Claire County	9224
Florence County	122
Fond du Lac County	4801
Forest County	349
Grant County	2877
Green County	1539
Green Lake County	805
Iowa County	1004
Iron County	184
Jackson County	885
Jefferson County	4838
Juneau County	1011
Kenosha County	8540
Kewaunee County	721
La Crosse County	9285
Lafayette County	560
Langlade County	882
Lincoln County	1202
Manitowoc County	3297
Marathon County	6232
Marinette County	1591
Marquette County	581

Menominee County	115
Milwaukee County	69974
Monroe County	1986
Oconto County	1463
Oneida County	1844
Outagamie County	9990
Ozaukee County	5196
Pepin County	273
Pierce County	2482
Polk County	1839
Portage County	4732
Price County	512
Racine County	9265
Richland County	727
Rock County	7913
Rusk County	550
Sauk County	3092
Sawyer County	702
Shawano County	1539
Sheboygan County	5339
St. Croix County	4750
Taylor County	660
Trempealeau County	1093
Vernon County	1209
Vilas County	894
Walworth County	5879
Washburn County	671
Washington County	6788
Waukesha County	21992
Waupaca County	2210
Waushara County	790
Winnebago County	10530
Wood County	3348

Number of ERIC postcards mailed in November 2017 to voters who may have moved in each Wisconsin County.



BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 3-21-18

Agenda No.: Late Communications

Administration Code
Human Services
Committee

Motion from the Floor

I ~~make the following motion~~: I request ~~the~~ Human Services

Committee and the Administration Code

to examine proposals to find ways to

attract and keep the local resident in ~~psychiatry~~ ^{psychiatry}
to stay and work in Brown County.

Signed: Rechel Schaefer

District No.: 24

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

April 17, 2018

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING A CHANGE IN THE TREASURER'S DEPARTMENT
TABLE OF ORGANIZATION**

WHEREAS, the Treasurer's Department ("Department") table of organization currently includes a vacant 1.00 FTE Financial Specialist position, and a 1.00 FTE Deputy Treasurer position; and

WHEREAS, the Department is requesting to reduce the budgeted amount for the vacant 1.0 FTE Financial Specialist position, and to increase the budgeted amount for the 1.0 FTE Deputy Treasurer position in order to retain experienced and valuable staff.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the changes requested above to the Treasurer's Department table of organization are hereby approved, including that: 1) the wages of the vacant 1.00 FTE Financial Specialist position are hereby decreased from \$23.55 per hour to \$22.55 per hour; and 2) the wages of the 1.00 FTE Deputy Treasurer position are hereby increased from \$27.25 per hour to \$28.25 per hour, as described above and as reflected below in the 'Budget Impact' sections of this Resolution.

Budget Impact:

Treasurer

Partial Budget Impact	Annual Hours	FTE	Addition/ Deletion	Salary	Fringe	Total
Financial Specialist @ \$23.55	2,088	(1.00)	Deletion	(\$34,042)	(\$11,973)	(\$46,015)
Financial Specialist @ \$22.55	2,088	1.00	Addition	\$32,597	\$11,756	\$44,353
Deputy Treasurer @ \$27.25	2,088	(1.00)	Deletion	(\$39,391)	(\$12,773)	(\$52,164)
Deputy Treasurer @ \$28.25	2,088	1.00	Addition	\$40,836	\$12,990	\$53,826
Partial Budget Impact						-\$0.00-

Annualized Budget Impact	Annual Hours	FTE	Addition/ Deletion	Salary	Fringe	Total
Financial Specialist @ \$23.55	2,088	(1.00)	Deletion	(\$49,172)	(\$17,292)	(\$66,466)
Financial Specialist @ \$22.55	2,088	1.00	Addition	\$47,084	\$16,981	\$64,065
Deputy Treasurer @ \$27.25	2,088	(1.00)	Deletion	(\$56,898)	(\$18,450)	(\$75,348)
Deputy Treasurer @ \$28.25	2,088	1.00	Addition	\$58,986	\$18,763	\$77,749
Annualized Budget Impact						-\$0.00-

Fiscal Note: This resolution does not require an appropriation from the General Fund. The net fiscal effect of this change is \$0.00.

Respectfully submitted,
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
Approved by Corporation Counsel



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03/27/2018
REQUEST TO: Administration and Executive Committees
MEETING DATE: 04/04/18 & 4/9/18
REQUEST FROM: Paul Zeller
Treasurer

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Treasurer Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Treasurer is requesting to reduce the budgeted amount for the vacant Financial Specialist and in response increase the budgeted amount for the Deputy Treasurer in order to retain experienced and valuable staff.

ACTION REQUESTED:

Reduce the budgeted wage for the 1.00 Financial Specialist position from \$23.55 per hour to \$22.55 per hour and increase the budgeted wage for the 1.00 Deputy Treasurer from \$27.25 per hour to \$28.25 per hour in the Treasurer table of organization.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$0.00
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

Brown County Clerk Budget Status Report

HIGHLIGHTS - January-February Percent of Fiscal Year (17%)

February 28, 2018		Annual	YTD	YTD %
EXPENDITURES		Budget	Transactions	Budget
Personnel Costs	\$	384,629	\$ 55,546	14%
Operating Costs	\$	350,054	\$ 103,993	30%
Outlay	\$	-	\$ -	#DIV/0!
REVENUES				
Property Tax	\$	282,654	\$ 47,109	17%
Public Charges	\$	173,932	\$ 63,309	36%
Intergov'tl. Charge for Serv.	\$	274,771	\$ 20	0%
Misc.	\$	150	\$ 45	30%

Transfer in HR

\$ - \$ -

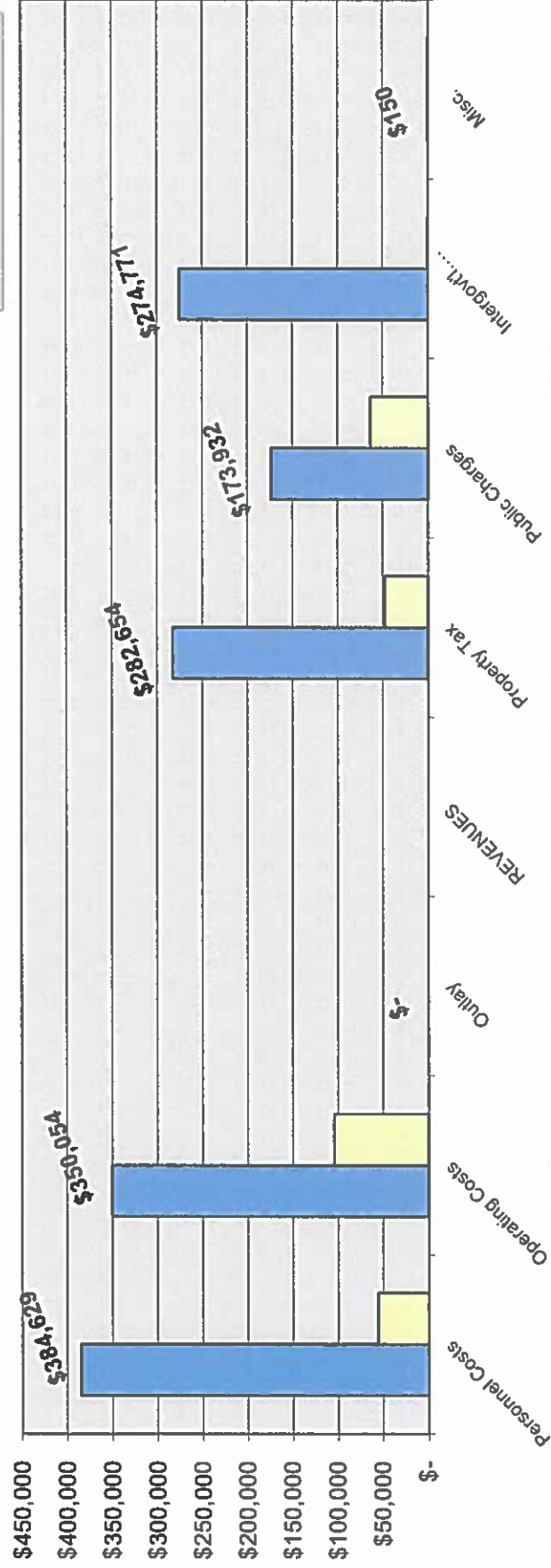
Unaudited

Expenditures: Operating costs are high due to Electionware Software maintenance and licensing fees. Salary low due to office vacancy.

Revenues: Revenues are high due to passport sales.

County Clerk - February 28, 2018

Annual Budget
YTD Transactions





County Clerk Unaudited Monthly Budget Report

Date Range 01/01/18 - 02/28/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
REVENUE									
Department 019 - County Clerk									
Property taxes									
4100	General property taxes	282,654.00	.00	282,654.00	23,554.50	.00	47,109.00	235,545.00	17
	<i>Property taxes Totals</i>	\$282,654.00	\$0.00	\$282,654.00	\$23,554.50	\$0.00	\$47,109.00	\$235,545.00	17%
Intergov Revenue									
4700	Intergov charges	173,932.00	.00	173,932.00	.00	.00	20.00	173,912.00	0
	<i>Intergov Revenue Totals</i>	\$173,932.00	\$0.00	\$173,932.00	\$0.00	\$0.00	\$20.00	\$173,912.00	0%
Public Charges									
4400.194	Permits Work permit	1,000.00	.00	1,000.00	40.00	.00	75.00	925.00	8
4400.195	Permits Alarm permits	29,600.00	.00	29,600.00	640.00	.00	25,105.00	4,495.00	85
4401.192	Licenses Marriage License	92,975.00	.00	92,975.00	2,980.00	.00	6,695.00	86,280.00	7
4401.194	Licenses Dog	4,300.00	.00	4,300.00	.00	.00	.00	4,300.00	0
4600.190	Charges and fees Passport	146,291.00	.00	146,291.00	14,531.42	.00	31,320.54	114,970.46	21
4601.012	Sales Copy machine use	205.00	.00	205.00	.00	.00	103.00	102.00	50
4601.196	Sales Directory	250.00	.00	250.00	.00	.00	.00	250.00	0
4609	Miscellaneous public charges	150.00	.00	150.00	.00	.00	10.00	140.00	7
	<i>Public Charges Totals</i>	\$274,771.00	\$0.00	\$274,771.00	\$18,191.42	\$0.00	\$63,308.54	\$211,462.46	23%
Miscellaneous Revenue									
4900	Miscellaneous	150.00	.00	150.00	30.00	.00	45.00	105.00	30
	<i>Miscellaneous Revenue Totals</i>	\$150.00	\$0.00	\$150.00	\$30.00	\$0.00	\$45.00	\$105.00	30%
	Department 019 - County Clerk Totals	\$731,507.00	\$0.00	\$731,507.00	\$41,775.92	\$0.00	\$110,482.54	\$621,024.46	15%
	REVENUE TOTALS	\$731,507.00	\$0.00	\$731,507.00	\$41,775.92	\$0.00	\$110,482.54	\$621,024.46	15%
EXPENSE									
Department 019 - County Clerk									
Personnel Costs									
5100	Regular earnings	280,781.00	2,777.00	283,558.00	20,501.19	.00	38,095.72	245,462.28	13
5102.100	Paid leave earnings Vacation	.00	.00	.00	346.72	.00	346.72	(346.72)	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	81.64	.00	117.36	(117.36)	+++
5102.300	Paid leave earnings Casual time used	.00	.00	.00	816.40	.00	790.89	(790.89)	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	791.96	(791.96)	+++
5103.000	Premium Overtime	3,470.00	.00	3,470.00	514.55	.00	578.00	2,892.00	17
5110.100	Fringe benefits FICA	21,744.00	213.00	21,957.00	1,618.93	.00	2,970.06	18,986.94	14
5110.110	Fringe benefits Unemployment compensation	355.00	.00	355.00	26.48	.00	48.55	306.45	14
5110.200	Fringe benefits Health Insurance	45,837.00	2,954.00	48,791.00	3,770.56	.00	7,688.30	41,102.70	16
5110.210	Fringe benefits Dental Insurance	3,954.00	.00	3,954.00	383.98	.00	779.78	3,174.22	20
5110.220	Fringe benefits Life Insurance	544.00	.00	544.00	38.24	.00	76.48	467.52	14
5110.230	Fringe benefits LT disability Insurance	1,020.00	.00	1,020.00	92.46	.00	193.06	826.94	19
5110.235	Fringe benefits ST disability Insurance	1,471.00	.00	1,471.00	129.61	.00	270.61	1,200.39	18
5110.240	Fringe benefits Workers compensation Insurance	337.00	.00	337.00	28.08	.00	56.16	280.84	17



County Clerk Unaudited Monthly Budget Report

Date Range 01/01/18 - 02/28/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Department 019 - County Clerk									
Personnel Costs									
5110.300	Fringe benefits Retirement	20,388.00	(1,216.00)	19,172.00	1,491.44	.00	2,741.94	16,430.06	14
5198	Fringe benefits - Budget only	1,552.00	(1,552.00)	.00	.00	.00	.00	.00	+++
	<i>Personnel Costs Totals</i>	\$381,453.00	\$3,176.00	\$384,629.00	\$29,840.28	\$0.00	\$55,545.59	\$329,083.41	14%
Operating Expenses									
5300.001	Supplies Office	15,900.00	.00	15,900.00	217.52	.00	2,626.29	13,273.71	17
5300.004	Supplies Postage	10,612.00	.00	10,612.00	.00	.00	264.30	10,347.70	2
5304	Printing	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0
5304.100	Printing Forms	36,000.00	.00	36,000.00	.00	.00	.00	36,000.00	0
5305	Dues and memberships	524.00	.00	524.00	.00	.00	125.00	399.00	24
5306.100	Maintenance agreement Software	47,450.00	.00	47,450.00	.00	.00	46,841.94	608.06	99
5307.100	Repairs and maintenance Equipment	20,200.00	.00	20,200.00	.00	.00	19,541.78	658.22	97
5310	Advertising and public notice	37,200.00	.00	37,200.00	1,300.00	.00	4,824.63	32,375.37	13
5330	Books, periodicals, subscription	782.00	.00	782.00	.00	.00	411.98	370.02	53
5340	Travel and training	7,800.00	.00	7,800.00	483.57	.00	2,171.31	5,628.69	28
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	0
5410.400	Insurance Bond	102.00	.00	102.00	.00	.00	100.00	2.00	98
5505	Telephone	600.00	.00	600.00	.00	.00	40.28	559.72	7
5600	Indirect cost	56,544.00	.00	56,544.00	4,712.00	.00	9,424.00	47,120.00	17
5601.100	Intra-county expense Technology services	40,416.00	.00	40,416.00	5,732.46	.00	11,366.08	29,049.92	28
5601.200	Intra-county expense Insurance	1,921.00	.00	1,921.00	160.08	.00	320.16	1,600.84	17
5601.400	Intra-county expense Copy center	42,000.00	.00	42,000.00	3,190.98	.00	5,461.46	36,538.54	13
5601.450	Intra-county expense Departmental copiers	1,658.00	.00	1,658.00	138.17	.00	276.34	1,381.66	17
5601.550	Intra-county expense Document center	1,090.00	.00	1,090.00	66.87	.00	197.61	892.39	18
5708	Professional services	18,400.00	.00	18,400.00	.00	.00	.00	18,400.00	0
	<i>Operating Expenses Totals</i>	\$350,054.00	\$0.00	\$350,054.00	\$16,001.65	\$0.00	\$103,993.16	\$246,060.84	30%
	Department 019 - County Clerk Totals	\$731,507.00	\$3,176.00	\$734,683.00	\$45,841.93	\$0.00	\$159,538.75	\$575,144.25	22%
	EXPENSE TOTALS	\$731,507.00	\$3,176.00	\$734,683.00	\$45,841.93	\$0.00	\$159,538.75	\$575,144.25	22%
Fund 100 - General Fund Totals									
	REVENUE TOTALS	731,507.00	.00	731,507.00	41,775.92	.00	110,482.54	621,024.46	15%
	EXPENSE TOTALS	731,507.00	3,176.00	734,683.00	45,841.93	.00	159,538.75	575,144.25	22%
	<i>Personnel Costs Totals</i>	\$0.00	(\$3,176.00)	(\$3,176.00)	(\$4,066.01)	\$0.00	(\$49,056.21)	\$45,880.21	
Fund 265 - Dog Licenses									
REVENUE									
Department 019 - County Clerk									
Public Charges									
4401	Licenses	.00	8,000.00	8,000.00	.00	.00	.00	8,000.00	0



County Clerk Unaudited Monthly Budget Report

Date Range 01/01/18 - 02/28/18
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 265 - Dog Licenses									
REVENUE									
Department 019 - County Clerk									
Public Charges Totals									
Department 019 - County Clerk Totals		\$0.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0%
REVENUE TOTALS		\$0.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0%
EXPENSE									
Department 019 - County Clerk									
Operating Expenses									
5300	Supplies	.00	900.00	900.00	.00	.00	.00	900.00	0
5300.004	Supplies Postage	.00	100.00	100.00	.00	.00	.00	100.00	0
5310	Advertising and public notice	.00	2,100.00	2,100.00	.00	.00	381.68	1,718.32	18
5330	Books, periodicals, subscription	.00	4,900.00	4,900.00	.00	.00	4,750.00	150.00	97
Operating Expenses Totals									
Department 019 - County Clerk Totals		\$0.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$5,131.68	\$2,868.32	64%
EXPENSE TOTALS		\$0.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$5,131.68	\$2,868.32	64%
Fund 265 - Dog Licenses Totals									
REVENUE TOTALS		.00	8,000.00	8,000.00	.00	.00	.00	8,000.00	0%
EXPENSE TOTALS		.00	8,000.00	8,000.00	.00	.00	5,131.68	2,868.32	64%
Fund 265 - Dog Licenses Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,131.68)	\$5,131.68	
Fund 802 - Dog License									
REVENUE									
Public Charges									
4401	Licenses	8,000.00	(8,000.00)	.00	.00	.00	.00	.00	+++
Public Charges Totals		\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
REVENUE TOTALS		\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
EXPENSE									
Operating Expenses									
5300	Supplies	900.00	(900.00)	.00	.00	.00	.00	.00	+++
5300.004	Supplies Postage	100.00	(100.00)	.00	.00	.00	.00	.00	+++
5310	Advertising and public notice	2,100.00	(2,100.00)	.00	.00	.00	.00	.00	+++
5330	Books, periodicals, subscription	4,900.00	(4,900.00)	.00	.00	.00	.00	.00	+++
Operating Expenses Totals									
EXPENSE TOTALS		\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Fund 802 - Dog License Totals		\$8,000.00	(\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Fund 802 - Dog License Totals									
REVENUE TOTALS		8,000.00	(8,000.00)	.00	.00	.00	.00	.00	+++
EXPENSE TOTALS		8,000.00	(8,000.00)	.00	.00	.00	.00	.00	+++
Fund 802 - Dog License Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



Date Range 01/01/18 - 02/28/18
Exclude Rollup Account

Grand Totals



Child Support Agency Director Summary

February/March 2018

Performance Measures Comparison as of 2/28/18

Federal Performance Measures	Brown FFY 2/28/18	Brown YTD 2/28/17	YTD Improvement 2017 vs 2018	State Average	Brown vs. State
Court Order Rate	91.42%	90.37%	1.05%	86.83%	4.59%
Paternity Establish Rate	98.54%	98.37%	.17%	95.17%	3.37%
Current Supp Collections	76.57%	77.78%	-.21%	74.32%	2.25%
Arrears Collection Rate	53.67%	55.04%	-1.37%	55.28%	-1.61%

	Brown County 2/28/18	Brown County 2/28/17	Difference 2017 vs 2018	Statewide Total increase	Average Caseload
Caseload size	14,415	14,551	-136	1,032	1,050

Director Updates

ELEVATE GRANT ACTIVITIES (Empowering Lives thru Education, Vocational Assessment, Training & Employment)

January & February Activities

- Weekly partner meetings continue to vet and agree upon shared reporting needs/requests for each agency represented. Directed attended the Business Services Team biweekly meeting at the WJC.
- Received the contract for carryover money from CSPED in the amount of \$194,000 which allows us the ability to fill the Case Coordinator position and restore funding for both work supports and full time Access & Visitation representation. Note, however, that this money must be spent and billed back out to the state by December 31, 2018. No carryover beyond 2018 is possible.
- Director met with Brian Pelon, District Manager for the Department of Workforce Development on March 29th to continue expansion upon existing partnership with DWD. We're looking forward to maintaining a presence in their new Job Center facility, one day per week, in an ongoing effort to bring the child support program further into the community.

February 2018 ELEVATE Participation

Total NCP's enrolled in ELEVATE (since October)	74
NCP's enrolled in February	12
NCP's employed	40
NCP's dis-enrolled based upon lack of participation	3

ACCESS & VISITATION GRANT ACTIVITIES

- Monthly Co-Parenting Seminar in April is being reduced down to 1 day

- Terry Wolfram continues to have a presence in our agency on a part time basis. Discussions re: an increase to full time will be forth coming based upon carry over funding availability.

February Access and Visitation 2018

Incoming phone calls	50
Logging data into A/C Spreadsheet	6
Participants in office	3
Referrals to Mediation	11
Spanish speaking participants in office	0
Contact ELEVATE participants	6

(25 calls were from males. 25 calls were from females)

The majority of calls gravitated towards questions about placement orders and were, subsequently, referred to the Brown County Clerk of Courts so that parties could obtain a copy of their order.

OPERATIONS

Agency Updates

- Construction continues our two much anticipated/awaited interview rooms-we are very excited!.
- Our 3 Year CSA Agency Monitoring Visit occurred on March 20th with Heidi Schaible, our Bureau of Regional Operations in the Northeastern Region. Heidi returned on March 27th to assist the management team with quality assurance reviews on intergovernmental cases. The agency sees these cases as 'low hanging fruit' in terms of increasing performance in current support and arrears collections.
- Our newest intergovernmental worker attended new worker training in Madison on February 27th and 28th
- Director has been working with BCS/developing a power point presentation regarding data collection and will be a panel member (as part of a presentation) at the Director's Dialogue in Wisconsin Dells April 19-20th.
- In response to the Regional Office's sharing of information with other counties re: our WBAY/Drug Task Force monetary seizure, we have been sharing our process of obtaining these funds for distribution with many interested counties.
- Conducted interviews on March 22nd and 23rd to fill the vacant Enforcement Specialist position. After much consideration and discussion with staff, as well as our regional representative, we are exploring the possibility of specializing a Spanish caseload. There is a great deal of support for this initiative, for customer service as well as LEAN initiative reasons.

Support Services & Paternity

- Submitted Brown County's Custom Content (formerly CTE's, or wording/language specific to our documents) to BCS as part of a statewide effort to prepare content for our transition to creating documents in WiKIDS-the forthcoming new computer system.
- Paternity continues to use "drop in letters" instead of scheduled appointments to encourage parents to come in to provide necessary information when it's convenient for them.
- Support Information Center is fully staffed, so while we continued to see an increase in calls at the beginning of the month and steady numbers throughout, we've also seen a reduction in voicemails and hold times.
- A second computer was moved to the reception area to more adequately serve multiple people in the lobby; this facilitates additional staff being able to assist with participant inquiries.
- The state began certifying Non IV-D cases for state tax intercept where there is a Receipt and Disbursement (R&D) fee owed. This has resulted in numerous concerns being raised at the local level. We have worked with NCP's to explain what happened or why a balance remains on the case, and simultaneously we have collaborated with the state to provide a resolution, if possible. BCS has

recently provided a form to have NCP's request an administrative review (to be conducted by the state), which we have made available on our website.

- While we encourage and direct payers to make payment through the WI SCTF, we have been accepting cash payment at our agency to be forwarded to the WI SCTF as a convenience for payers who may not have other means to make payment. This is an extremely important customer service aspect to service provision and serves to increase our performance numbers as well. We are hopeful to be able to continue this service and we strictly adhere to all departmental and administrative cash handling/receipting policies.

Enforcement

- Discussed process for receiving money orders at the agency – specifically with regard to communicating the importance of treating this payment type the same as cash. The State requires a money order or cashier's check for payment for lien release, however there can be security issues with this payment type.
- Continued discussion and implementation of new policy regarding incarcerated payer reviews (No need to wait for request to review. Absent a stipulation, we are scheduling for court.)
- Reviewed administrative enforcement monitoring and walked through the 150% order process as part of recurrent training so that workers understand the benefits and ease of utilizing this tool.
- Reviewed department emancipation policy to ensure equity and compliance with state statute, specifically clarifying our agency policy/procedure when a child emancipates and the child support order terminates due to no graduation letter being received.
- Planned, recruited and executed March LEAN Event (on the 27th and 28th) focusing on the flow of incoming/outgoing intergovernmental mail. There is a large volume of documents necessary for intergovernmental case management. The event served to look at the overall process to see where adjustments can be made to ensure efficiency and maintain/improve proper case action.

Child Support
Budget Status Report (Unaudited)
02/28/18

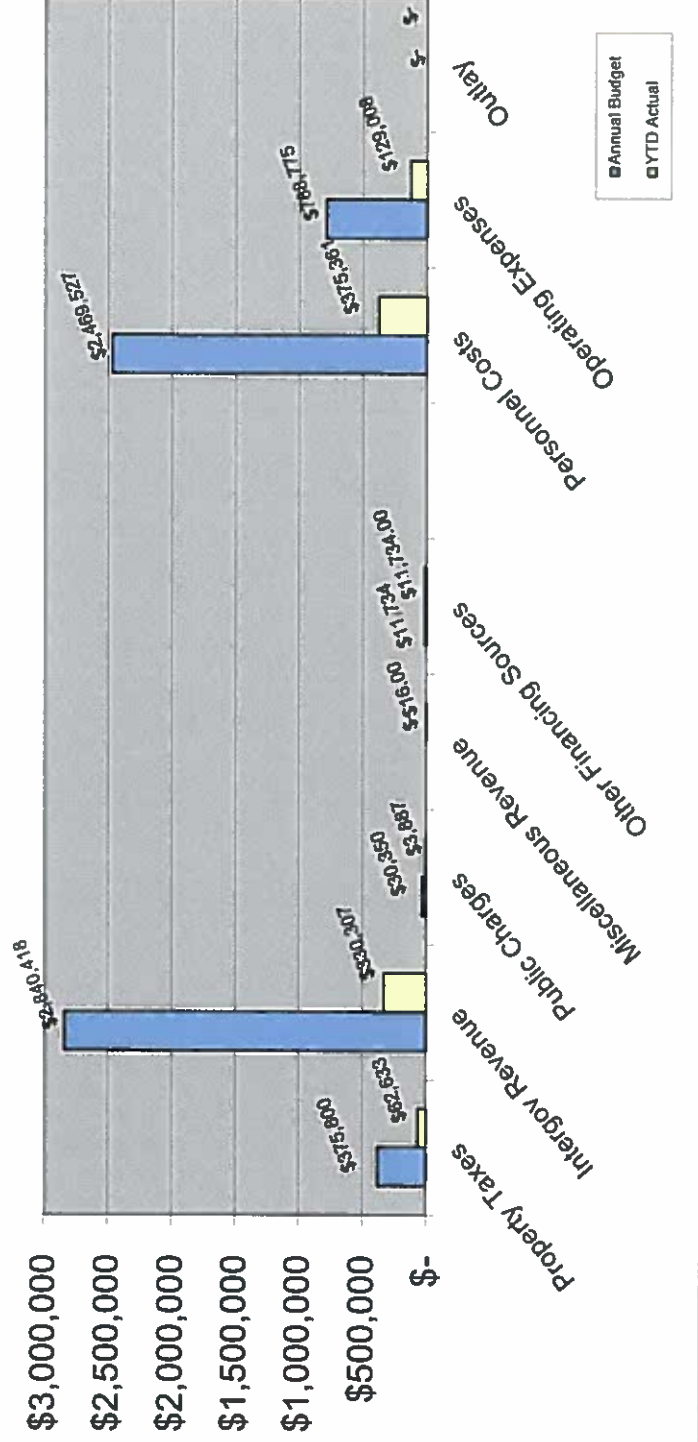
	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 375,800	\$ 62,633	16.7%	
Intergov Revenue	\$ 2,840,418	\$ 330,307	11.6%	
Public Charges	\$ 30,350	\$ 3,887	12.8%	
Miscellaneous Revenue	\$ -	\$ 16.00	#DIV/0!	
Other Financing Sources	\$ 11,734	\$ 11,734.00	100.0%	
Personnel Costs	\$ 2,469,527	\$ 375,381	15.2%	
Operating Expenses	\$ 788,775	\$ 129,008	16.4%	
Outlay	\$ -	\$ -	#DIV/0!	

Comments:

Revenue: Revenues trending as projected

Expenses: Expenses trending as projected

Child Support - thru February 28, 2018





Child Support Budget Status Report-February 28, 2018 (unaudited)

Fiscal Year to Date 02/28/18
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
REVENUE										
Fund 210 - Child Support										
Department 017 - Child Support										
Division 001 - General										
4100	General property taxes	375,800.00	.00	375,800.00	31,316.67	.00	62,633.34	313,166.66	17	359,938.00
State grant and aid revenue										
4302	State grant and aid revenue	1,761,881.00	22,778.00	1,784,659.00	330,307.06	.00	330,307.06	1,454,351.94	19	1,509,737.99
4302.003	State grant and aid revenue Incentives	507,090.00	.00	507,090.00	.00	.00	.00	507,090.00	0	715,193.00
4302.004	State grant and aid revenue GPR	354,396.00	.00	354,396.00	.00	.00	.00	354,396.00	0	339,845.00
4302.007	State grant and aid revenue SPSK	194,273.00	.00	194,273.00	.00	.00	.00	194,273.00	0	159,160.87
4302 - State grant and aid revenue Totals		\$2,817,640.00	\$22,778.00	\$2,840,418.00	\$330,307.06	\$0.00	\$330,307.06	\$2,510,110.94	12%	\$2,723,936.86
Charges and fees										
4600	Charges and fees	16,000.00	.00	16,000.00	1,183.97	.00	1,816.31	14,183.69	11	13,939.54
4600.601	Charges and fees Genetic test	350.00	.00	350.00	21.00	.00	25.23	324.77	7	188.65
4600.602	Charges and fees Vital statistics	9,000.00	.00	9,000.00	904.65	.00	1,435.40	7,564.60	16	7,997.57
4600.603	Charges and fees Paper service	4,500.00	.00	4,500.00	280.00	.00	560.00	3,940.00	12	3,850.00
4600.604	Charges and fees Non IV-D service	\$29,850.00	\$0.00	\$29,850.00	\$2,389.62	\$0.00	\$3,836.94	\$26,013.06	13%	\$25,975.76
4600 - Charges and fees Totals		\$29,850.00	\$0.00	\$29,850.00	\$2,389.62	\$0.00	\$3,836.94	\$26,013.06	13%	\$25,975.76
Sales										
4601	Sales	500.00	.00	500.00	26.00	.00	50.25	449.75	10	322.00
4601.012	Sales Copy machine use	\$500.00	\$0.00	\$500.00	\$26.00	\$0.00	\$50.25	\$449.75	10%	\$322.00
4900	Miscellaneous	.00	.00	.00	16.00	.00	16.00	(16.00)	+++	52.00
4601 - Sales Totals		\$500.00	\$0.00	\$500.00	\$26.00	\$0.00	\$50.25	\$449.75	10%	\$322.00
9000 - Transfer in Totals										
9002	Transfer in	.00	11,734.00	11,734.00	.00	.00	11,734.00	.00	100	.00
9002.200	Transfer in HR	\$0.00	\$11,734.00	\$11,734.00	\$0.00	\$0.00	\$11,734.00	\$0.00	100%	\$0.00
9002 - Transfer in Totals		\$0.00	\$11,734.00	\$11,734.00	\$0.00	\$0.00	\$11,734.00	\$0.00	100%	\$0.00
Division 001 - General Totals										
001 - General Totals		\$3,223,790.00	\$34,512.00	\$3,258,302.00	\$364,055.35	\$0.00	\$408,577.59	\$2,849,724.41	13%	\$3,110,224.62
Department 017 - Child Support Totals										
017 - Child Support Totals		\$3,223,790.00	\$34,512.00	\$3,258,302.00	\$364,055.35	\$0.00	\$408,577.59	\$2,849,724.41	13%	\$3,110,224.62
REVENUE TOTALS		\$3,223,790.00	\$34,512.00	\$3,258,302.00	\$364,055.35	\$0.00	\$408,577.59	\$2,849,724.41	13%	\$3,110,224.62
EXPENSE										
Department 017 - Child Support										
Division 001 - General										
Regular earnings										
5100	Regular earnings	1,720,378.00	30,181.00	1,750,559.00	120,035.61	.00	234,256.78	1,516,302.22	13	1,419,517.34
5100.998	Regular earnings Budget only	(29,711.00)	29,711.00	.00	.00	.00	.00	.00	+++	.00
5100 - Regular earnings Totals		\$1,690,667.00	\$59,892.00	\$1,750,559.00	\$120,035.61	\$0.00	\$234,256.78	\$1,516,302.22	13%	\$1,419,517.34
Paid leave earnings										
5102	Paid leave earnings	.00	.00	.00	4,553.92	.00	7,878.15	(7,878.15)	+++	97,059.01
5102.100	Paid leave earnings Vacation	.00	.00	.00	3,845.89	.00	7,068.71	(7,068.71)	+++	26,024.96
5102.200	Paid leave earnings Personal	.00	.00	.00	1,441.86	.00	3,142.71	(3,142.71)	+++	17,339.43
5102.300	Paid leave earnings Casual time used	.00	.00	.00	.00	.00	6,314.08	(6,314.08)	+++	49,112.36
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	.00	.00	+++	2,331.40
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	.00	.00	+++	8,390.41
5102.800	Paid leave earnings Disability	.00	.00	.00	.00	.00	.00	.00	+++	\$200,257.57
5102 - Paid leave earnings Totals		\$0.00	\$0.00	\$0.00	\$9,841.67	\$0.00	\$24,403.65	(\$24,403.65)	+++	\$200,257.57



Fiscal Year to Date 02/28/18
Include Rollup Account and Rollup to Account

6



Child Support Budget Status Report-February 28, 2018 (unaudited)

Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Account

5700	Contracted services	108,592.00	.00	108,592.00	.00	105,822.90	5,526.10	(2,757.00)	103	116,354.15
5708	Professional services	150.00	.00	150.00	.00	.00	.00	150.00	0	54.50
5710	Paper service - legal	30,000.00	.00	30,000.00	614.00	.00	2,609.00	27,391.00	9	31,436.42
5762	Med exams/autopsies/genetic test	18,000.00	.00	18,000.00	.00	.00	1,201.00	16,799.00	7	18,168.23
5784	Interpreter services	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	2,895.50
9003	Transfer out									
9003.100	Transfer out General Fund	.00	.00	.00	.00	.00	.00	.00	+++	72,933.87
9003 - Transfer out Totals										
Division 001 - General Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$72,933.87
Department 017 - Child Support Totals		\$3,223,790.00	\$34,512.00	\$3,258,302.00	\$245,290.09	\$105,822.90	\$504,368.43	\$2,648,110.67	19%	\$3,110,224.62
EXPENSE TOTALS		\$3,223,790.00	\$34,512.00	\$3,258,302.00	\$245,290.09	\$105,822.90	\$504,368.43	\$2,648,110.67	19%	\$3,110,224.62
EXPENSE TOTALS		\$3,223,790.00	\$34,512.00	\$3,258,302.00	\$245,290.09	\$105,822.90	\$504,368.43	\$2,648,110.67	19%	\$3,110,224.62
Fund 210 - Child Support Totals										
REVENUE TOTALS		3,223,790.00	34,512.00	3,258,302.00	364,055.35	.00	408,577.59	2,849,724.41	13%	3,110,224.62
EXPENSE TOTALS		3,223,790.00	34,512.00	3,258,302.00	245,290.09	105,822.90	504,368.43	2,648,110.67	19%	3,110,224.62
Fund 210 - Child Support Totals		\$0.00	\$0.00	\$0.00	\$118,765.26	(\$105,822.90)	(\$95,790.84)	\$201,613.74		\$0.00
Grand Totals										
REVENUE TOTALS		3,223,790.00	34,512.00	3,258,302.00	364,055.35	.00	408,577.59	2,849,724.41	13%	3,110,224.62
EXPENSE TOTALS		3,223,790.00	34,512.00	3,258,302.00	245,290.09	105,822.90	504,368.43	2,648,110.67	19%	3,110,224.62
Grand Totals		\$0.00	\$0.00	\$0.00	\$118,765.26	(\$105,822.90)	(\$95,790.84)	\$201,613.74		\$0.00

Departmental Openings Summary-March 2018

To: Administration Committee

From: Child Support Department

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Enforcement Specialist	1/2/2018	internal promotion to CS Supervisor	fill	reposted for recruitment

Ex: Transfer, Wage, Working Conditions



DoTS Monthly Budget Report (unaudited)

Through 02/28/18
Prior Fiscal Year Activity Included
Summary Listing

Account Classification									
Fund 670 - BC Community Area Network									
REVENUE									
Intergov Revenue	.00	.00	.00	10,127.00	.00	10,127.00	(10,127.00)	+++	40,460.55
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	29,763.85
REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$10,127.00	\$0.00	\$10,127.00	(\$10,127.00)	+++	\$70,224.40
EXPENSE									
Operating Expenses	134,108.00	.00	134,108.00	11,751.10	13,985.00	15,985.61	104,137.39	22	128,818.95
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$134,108.00	\$0.00	\$134,108.00	\$11,751.10	\$13,985.00	\$15,985.61	\$104,137.39	22%	\$128,818.95
Fund 670 - BC Community Area Network Totals									
REVENUE TOTALS	.00	.00	.00	10,127.00	.00	10,127.00	(10,127.00)	+++	70,224.40
EXPENSE TOTALS	134,108.00	.00	134,108.00	11,751.10	13,985.00	15,985.61	104,137.39	22%	128,818.95
EXPENSE TOTALS	(\$134,108.00)	\$0.00	(\$134,108.00)	(\$1,624.10)	(\$13,985.00)	(\$5,858.61)	(\$114,264.39)		(\$58,594.55)
Fund 710 - Technology Services									
REVENUE									
Intergov Revenue	236,721.00	.00	236,721.00	33,325.36	.00	66,084.09	170,636.91	28	209,631.65
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	5,032,015.00	.00	5,032,015.00	697,705.15	.00	1,383,804.20	3,648,210.80	28	4,519,497.39
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	258,887.40
REVENUE TOTALS	\$5,268,736.00	\$0.00	\$5,268,736.00	\$731,030.51	\$0.00	\$1,449,888.29	\$3,818,847.71	28%	\$4,988,016.44
Personnel Costs	1,725,100.00	13,000.00	1,738,100.00	119,392.08	.00	238,775.47	1,499,324.53	14	1,582,965.62
Operating Expenses	3,880,073.00	.00	3,880,073.00	627,064.39	244,258.97	1,475,145.68	2,160,668.35	44	3,549,645.02
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	84,621.82
EXPENSE TOTALS	\$5,605,173.00	\$13,000.00	\$5,618,173.00	\$746,456.47	\$244,258.97	\$1,713,921.15	\$3,659,992.88	35%	\$5,217,232.46
Fund 710 - Technology Services Totals									
REVENUE TOTALS	5,268,736.00	.00	5,268,736.00	731,030.51	.00	1,449,888.29	3,818,847.71	28%	4,988,016.44
EXPENSE TOTALS	5,605,173.00	13,000.00	5,618,173.00	746,456.47	244,258.97	1,713,921.15	3,659,992.88	35%	5,217,232.46
EXPENSE TOTALS	(\$336,437.00)	(\$13,000.00)	(\$349,437.00)	(\$15,425.96)	(\$244,258.97)	(\$264,032.86)	(\$158,854.83)		(\$229,216.02)
Grand Totals									
REVENUE TOTALS	5,268,736.00	.00	5,268,736.00	741,157.51	.00	1,460,015.29	3,808,720.71	28%	5,058,240.84
EXPENSE TOTALS	5,739,281.00	13,000.00	5,752,281.00	758,207.57	258,243.97	1,729,906.76	3,764,130.27	35%	5,346,051.41
EXPENSE TOTALS	(\$470,545.00)	(\$13,000.00)	(\$483,545.00)	(\$17,050.06)	(\$258,243.97)	(\$269,891.47)	(\$44,590.44)		(\$287,810.57)



DoTS, Monthly Report, April 4, 2018

Covers Feb 2018-Mar 2018 Technology Services Activity

Items of Note

1. Website Proposal, see attached.

Staffing Report:

2. OPEN - Posting for Enterprise System Analyst I – recruitment still in progress.
3. OPEN - Posting for Enterprise Cyber Security Technician – recruitment in progress (offer declined due to vacation rule).

Cyber Security Updates:

4. No breaches identified in this period.
5. Last week we saw 226 new “bad hosts” added to block lists

Project/Activity Updates

Over 40 active projects (above normal)

6. 911/PSC UPS Project active – completion in early fall 2018
7. 2019 budget work continues
8. LandNav tax system upgrade activity continues
9. PSC Securus Computer Aided Dispatch (CAD) system – assessing rescheduling go-live
10. Switch from Chase to Associated Bank in progress (some areas cut over in March)
11. Human Services clinical system migration to cloud - contract signed – formal kickoff soon
12. Numerous Sheriff projects (facial recognition, crime mapping, main system upgrade/migration and expansion).
13. Windows 10, Office 2016 and Server 2012/6 upgrades and rollout continue complete by end of 2019 (Deadline Jan 2020).
14. Enterprise Backup Rollout will be complete after HS Clinical System migration to cloud.
15. Beginning work on SharePoint for Government migration – researching alternate vendors
16. Medical Examiner data sharing solution selected and configuration in progress
17. District Attorney Evidence Management Project still working toward tool selection

18. Initial work on STEM building in progress (design phase).
19. BCCAN eRate for GB Public Schools Project – engineering design and initial work started
20. Updates and repair for WiFi at Community Treatment Center affecting nurse call and phones – vendor made changes earlier mid-Feb (stability/performance improved).
21. Planning for Aug/Sept Dept of Health Moves starting

COMPLETED ACTIVITY

22. Payroll system implementation for Sheriff patrol officers completed
23. Corporation Counsel case management system CountyLaw users live
24. DoTS staff completed initial Human Services Finance moves
25. BCCAN sites live at airport and CESA7 (school)



Brown County Website Plan

► Department of Technology Services ► 3/28/2018

August Neverman



Brown County Website Plan

In response to Vice Chair Lund's request for an ad hoc committee to look into options for the Brown County website, Supervisors Lund and Schadewald met with the Brown County Department of Technology Services on January 17, 2018. Following discussion of the overall scope and planning guidelines, DoTS was tasked with submitting a Brown County website plan to the Executive Committee. Overall goals are to improve the main County website (www.co.brown.wi.us) by achieving the following:

1. Simplified, optimized content.
2. Responsiveness to multiple device types (mobile support and integration).
3. Search-ability.
4. Basic compliance (ADA, FCC and Public Records).
5. Overall site redesign and navigation structure.
6. Multiple language support.

All of these conditions must exist for Brown County's website(s) to be successful. To meet these conditions requires ongoing investment in staff, consulting, hardware, operating systems, content management software, analytics, security, and visibility to search engines. More importantly, it requires up-to-date, accurate and useful content.

CONTENT OWNERSHIP

To ensure content is accurate and useful, it is highly recommended that a full time Web & Social Media Manager is hired. Additionally, at least an annual review of each department's website by their oversight committee is encouraged. Implementing these two steps will ensure all content is documented, current, accurate, and available online where possible. It will also ensure that content is directly relevant to the services Brown County offers.

Currently, each Brown County department director has authority to designate one or more web publishers for their department. As of December 2017, Brown County does not have a central Website Administrator for the public internet and employee intranet websites. In addition, some individual departments have invested in their own website development and hosting, which means the County is presenting content that is spread across multiple sites, is not easily found, and in some cases is inconsistent.

Control and oversight of Brown County websites and social media has traditionally been loose. Central site administration and ownership is absent, resulting in a lack of coordination and communication between departments. Some web or social media content is not officially approved, others have lost administrative authority, and some are lacking consistent management. Additionally, compliance on various levels (i.e. public access, open records, HIPAA, etc.) cannot be guaranteed or even evaluated due to insufficient oversight, distributed or missing management.

EXISTING COUNTY WEBSITE

[HTTPS://WWW.CO.BROWN.WI.US](https://www.co.brown.wi.us)
OFFICIAL WEBSITE (INTERNET)



DoTS currently contracts with DMI Studios for both the main Brown County public internet and the employee intranet websites. Annually, this is a County expense of approximately \$7,000 which is funded in the DoTS budget. There are at least eight other Wisconsin government entities contracting with DMI Studios.

WEBSITE COST ESTIMATES

Cost estimates to modernize our websites vary from \$10,000 to \$150,000 for each of the public and employee sites. Formal quotes received so far fall within this range. Estimates include content migration, design and total site rebuild plus ongoing annual maintenance and support thereafter. The higher amounts would cover support for credit card transactions or other confidential information needs stored on the individual website.

Collectively, DoTS estimates that all web investment through departmental budgets (including the Department of Technology Services' budget) is approximately \$17,000 to \$25,000 annually for hosting, software and support.

INTERNET WEBSITE PROPOSALS

The following options give summaries of a few solutions to meet the goals identified by Supervisors Lund, Schadewald and Linssen.



City of Bellingham - Website

OPTION 1: DMI STUDIOS REBUILD

Continue with DMI and rebuild the website to be more similar to these website examples:

www.cob.org; www.marinettecounty.com
www.co.adams.wi.us; www.ocontocounty.org



Brown County - Intranet

1. COST: \$25,000 (estimate, incl. advertising option)
2. PROS: familiarity with existing content management tools by all department updaters; improved control of static homepage content; existing relationship with vendor; fresh and concise navigation with quicker location of information by visitors; visitor experience consistent with modern website standards regardless of device type (PC, tablet, phone, etc.); improved compliance; Integrated authentication.
3. CONS: older editing tool remains the same

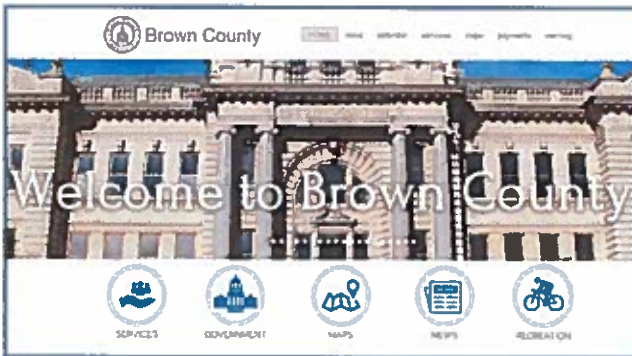
OPTION 2: DMI STUDIOS ESTHETIC REDESIGN

Continue with DMI and rebuild the website to match the intranet site.

1. COST: \$20,000 (estimate, incl. advertising option)
2. PROS: familiarity with existing content management tools; existing relationship with vendor; improved visitor experience regardless of device type (PC, tablet, phone, etc.); improved compliance; integrated authentication.

3. **CONS:** existing limitations in ability to drastically customize the look and feel would remain.

OPTION 3: TOTALLY NEW SITE WITH REDESIGN



Brown County – Redesigned (example)

1. **COST:** \$40,000 to \$150,000
2. **PROS:** Completely improved site similar to Option #1. Improved back end tool. Improved compliance. Integrated authentication. Better Content Management Software tool. More local control.
3. **CONS:** Cost

NOTE: The Department of Technology Services has the URL <http://BrownCountyWI.gov> reserved through the federal government for possible future development. This could be used to develop a new site and then cut over or “redirect” the existing site to the new one – when it’s ready.

RECOMMENDATIONS

With consideration of the costs, DoTS recommends Option 1: DMI Studios Rebuild. The cost of rebuilding the site is well below Option 3 and is similar to Option 2 which would cost close to the DMI rebuild. DoTS believes this could be covered within existing 2018 budgeted funds (*specifically, salary savings due to staff turnover*).

DoTS also recommends a Web & Social Media Specialist be hired in 2019. This person (approximately \$90,000 annually including fringe)

would manage all Brown County websites, all online content and all social media for public engagement, service promotion, and message consistency across all departments. The City of De Pere recently budgeted for a Communications Specialist (approx.. \$85,000 annually) to manage their social media.

Job Description:

<https://browncountywi.sharepoint.com/:w:/g/EeqQmnDnseJEhw52GFYwHVEBA-hNIWrl6dtn1hsCjX457w?e=gwlpOw>

NOTE: this position would also manage Closed Captioning video for the main County Board meetings.

WEBSITE REFERENCE COSTS

At a minimum, there are two websites involved (the public internet site and the employee intranet site). Cost assessments for other sites (besides www.co.brown.wi.us) have not been conducted but are estimated at about 50% to 80% of the cost of the main site each. The City of Green Bay invested in a website rebuild in the summer of 2017; costs of this rebuild are estimated below.

CITY OF GREEN BAY: WEBSITE & CONTENT MANAGEMENT

- Agendas and Video - \$232,800 for a 10 year total. Legislative Management Software – NovuSolutions (<https://www.novusolutions.com/legislative-management-decisions-reporting-device-independence-and-the-cloud/>)
- Replacement of existing Green Bay website (\$162,045 for a 10 year total) – including a Content Management System (CMS – *this is an application that supports the creation and modification of digital content*).
 - If we used the same service it would cost an estimated \$32,000 annually (likely more) for this solution (\$16,000 public and \$16,000 intranet) given page counts and customers, this may exceed \$60,000 annually for both sites.

POTENTIAL ADVERTISING REVENUE

Based on existing website activity, advertising revenue estimates vary from \$13 to \$50 per day or \$400 to \$1500 per month. On an annual basis, this could provide \$4800 to \$18,600 in annual revenue to offset site operational costs. Depending on Board decision, instead of website advertising other options for revenue streams could be pursued. For example, internet and charging stations, hotspot splash page or digital display advertising (*for more information, see New Revenue Sources, Department of Technology Services, 2017*).

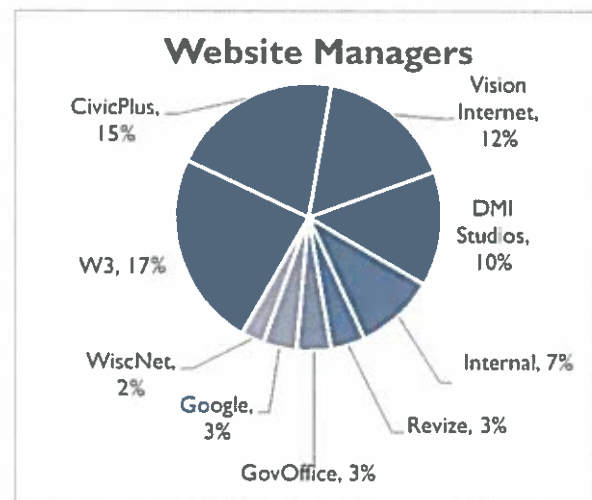
For certain types of website advertising, filtering would be required. Therefore, we suspect the website ad revenue would likely be at the low end, possibly dipping below the estimates we found. Regardless, \$4800 per year corresponds to $\frac{1}{4}$ of the overall cost of the existing website. Improved ad revenue may be achieved based on actual analytics/metrics review (website visits, page views and click-through-rate).

COMPARATIVE ANALYSIS

The Department of Technology Services assessed 81 government websites, including other counties and municipalities in Wisconsin (see Appendix 2: List of Other Government Websites for individual site assessment details).

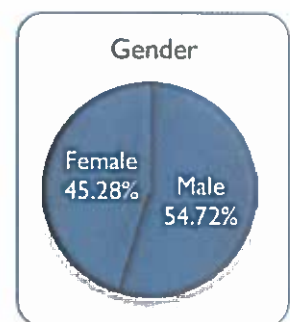
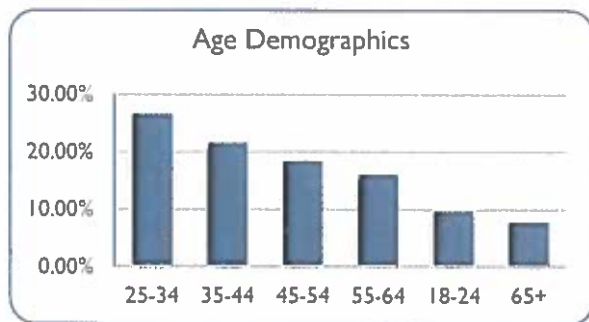
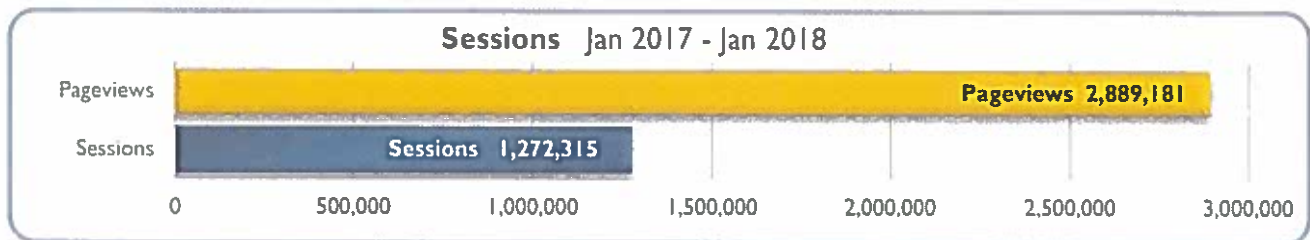
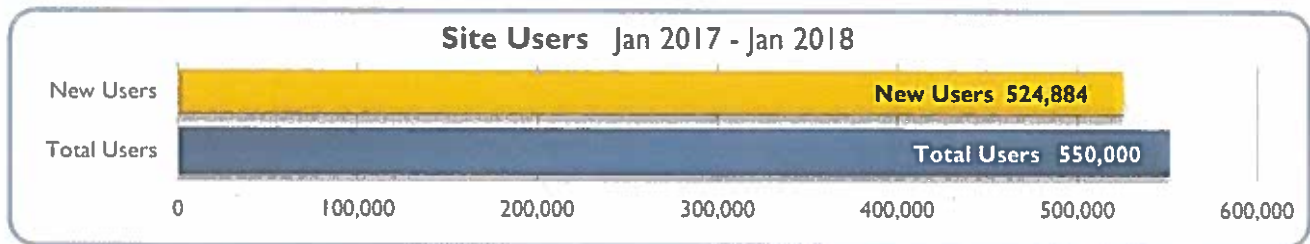
1. **Agenda Management:** 31 were confirmed to use agenda management software.
 - a. 9 used **Agenda Center**
 - b. 8 used **Granicus**
 - c. 14 were random vendors or in-house
 - d. 50 did not have a need for agenda management or were not confirmed.

2. **Web Site Tools/Vendors:** Website developers that also maintain the website (different than the Agenda Management).
 - a. **W3 (14)**
 - b. **CivicPlus (12)**
 - c. **Vision Internet (10)**
 - d. **DMI Studios (8)** – we contract with DMI
 - e. Remainder were random or in-house
3. **Integrated video and agendas.** There are eight vendors (all quite similar to each other). Granicus was most common, two had video capabilities but used YouTube so they did not have integration with agendas.
4. **Closed captioning.** NO closed captioning was offered in any of the video tested. Videos were linked directly to agenda/minutes by area (Public Works, Common Council, etc.). Twenty-four of the sites did not offer video. Some of the listed websites may have closed captioning; however, 49 of the remaining sites were not tested.



APPENDIX 1: WEBSITE ANALYTICS

Visitor Demographics for the Public Internet www.co.brown.wi.us



APPENDIX 2: OUT OF SCOPE

Numerous individual County departments have invested in independent webpage development. These services are paid for by the departments (not through DoTS).

- <http://www.employees.co.brown.wi.us> (BC employee intranet site)
- <http://www.browncountylibrary.org/>
- <http://www.flygrb.com/>
- <https://newzoo.org/>
- <http://www.nevillepublicmuseum.org/>
- <http://expoandeventgreenbay.com/>
- <http://www.browncountyrecycling.org>
- <http://www.PORTOFGREENBAY.COM>
- <http://www.WCPAPORTS.ORG>
- <https://www.browncountygc.com/> (golf)
- <http://www.browncounty911.org>

APPENDIX 3: BROWN COUNTY SOCIAL MEDIA SITES

Other Known Social Media Sites using a Brown County association

- <http://bcuwexhealthyliving.blogspot.com/>
- <https://twitter.com/bcrecycling>
- <https://twitter.com/bcparkswi>
- <https://twitter.com/portofgreenbay>
- <https://twitter.com/recyclebrownco>
- <https://twitter.com/sheriffbc>
- <https://twitter.com/grbairport>
- <https://twitter.com/nevillemuseum>
- <https://twitter.com/BCLibrary>
- <https://www.facebook.com/adrcbrowncountywi>
- <https://www.facebook.com/austinstraubelairport>
- <https://www.facebook.com/BCEMGMT>
- <https://www.facebook.com/BCL.Ashwaubenon?fref=ts>
- <https://www.facebook.com/BCL.Central?fref=ts>
- <https://www.facebook.com/BCL.Denmark?fref=ts>
- <https://www.facebook.com/BCL.Kress?fref=ts>
- <https://www.facebook.com/BCL.Pulaski?fref=ts>
- <https://www.facebook.com/BCL.Southwest?fref=ts>
- <https://www.facebook.com/BCL.WeyersHilliard?fref=ts>
- <https://www.facebook.com/bcuwexgardens?ref=bookmarks>
- <https://www.facebook.com/BorderToBorderBrownCounty?ref=bookmarks>
- <https://www.facebook.com/BrownCountyGolfCourse?fref=ts>
- <https://www.facebook.com/BrownCountyHealthDept>
- <https://www.facebook.com/browncountyrecycling?fref=ts>
- <https://www.facebook.com/Brown-County-Sheriffs-Office-400647906681319/>
- <https://www.facebook.com/Brown-County-Veterans-1596466677299191/>
- <https://www.facebook.com/Browncountywi>
- <https://www.facebook.com/Brown-County-WI-Land-Water-Conservation-1109525175824401/>
- <https://www.facebook.com/DiscoverBrownCounty?ref=bookmarks>
- <https://www.facebook.com/fosterbrowncounty/>
- <https://www.facebook.com/LH-Barkhausen-Waterfowl-Preserve-229369080450572/>
- <https://www.facebook.com/nevillepublicmuseum?ref=bookmarks>
- <https://www.facebook.com/NEWZooGB?ref=bookmarks>
- <https://www.facebook.com/pages/Brown-County-4-H-Youth-Development/159657974237921?ref=bookmarks>
- <https://www.facebook.com/pages/Brown-County-Executive-Troy-Streckenbach/1067287626618968?ref=bookmarks>
- <https://www.facebook.com/pages/Brown-County-Highway-Department/158675544164314>
- <https://www.facebook.com/pages/Brown-County-Park-Management/142294902463624?ref=bookmarks>
- <https://www.facebook.com/pages/Brown-County-Public-Safety-Communications/1417824105116654>
- <https://www.facebook.com/pages/Brown-County-UW-Extension/293266677469755?ref=bookmarks>

- <https://www.facebook.com/pages/Brown-County-Wisconsin/126895064020031?fref=ts>
- <https://www.facebook.com/pages/Bruce-the-Spruce/171129579587037?ref=bookmarks>
- <https://www.yammer.com/co.brown.wi.us/#/home>

APPENDIX 4: LIST OF OTHER GOVERNMENT WEBSITES

Entity	Web Site Style Opinion	Website	Agenda Page	Video Example	Website Vendor	Agenda, Minutes, Video
Wisconsin.gov	Excellent but skip the video (PICs only) and change links	http://www.wisconsin.gov/Pages/home.aspx	http://committeeschedule.legis.wisconsin.gov/	N/A	SharePoint Internal	N/A
City of Green Bay	CHANGING	http://greenbaywi.gov/	http://greenbaywi.gov/agencies/mayor/committees-service_trashed/minutes-agendas/	https://www.youtube.com/user/CityOfGreenBay	Moving to CivicPlus	Moving to - NovuSolutions
Greater Green Bay	Ok (don't care for left right)	www.greenbay.com	N/A	not municipal or county	Unknown moving to CivicPlus	not municipal or county
City of Sheboygan	No	http://www.sheboyganwi.gov/	http://publicweb.ci.sheboygan.wi.us/AgendaMinutes/Committees/How-Committees-Table.aspx	not available	Internal - Schema	eGovernance (boarddocs)
City of Janesville	No	http://www.ci.janesville.wi.us/	http://www.ci.janesville.wi.us/government/public-meeting-materials-videos	http://janesville.granicus.com/MediaPlayer.php?view_id=5&clip_id=1445	Vision Internet	Granicus
City of Middleton	SO-SO	http://www.ci.middleton.wi.us/	http://www.ci.middleton.wi.us/12/Agendas-Minutes	FAILS	DMI Studios	Accela (IQM2)
City of Waukesha	Ok (but a bit busy)	http://www.waukesha-wi.gov/	https://waukesha.legistar.com/DepartmentDetail.aspx?ID=24417&GUID=E5B59157-FD27-49DF-918A-1ABF2EA763C5&Mode=MainBody	http://waukesha.granicus.com/MediaPlayer.php?view_id=1&clip_id=2040	CivicPlus	Granicus

Entity	Web Site Style Opinion	Website	Agenda Page	Video Example	Website Vendor	Agenda, Minutes, Video
City of Wisconsin Dells	Poor (Busy)	http://www.citywd.org/	http://www.citywd.org/index.asp?SEC=4A62E53C-7CEC-45B8-9677-8DA9AF52A0DC&DE=7436918D-2DA6-43BA-955F-BAA0A7080882&Type=B_BASIC	not available	GovOffice	Unknown
Adams County	POOR	http://www.co.adams.wi.gov/	http://www.co.adams.wi.gov/CourtesyBoard/AgendasMinutes/tabid/94/Default.aspx	*NOT PURCHASED or NOT AVAILABLE*	Digital Data Technologies	Digital Data Tech
Ashland County	Ok but busy	http://co.ashland.wi.us/	http://co.ashland.wi.us/agendaadminminutes	not available	GovOffice	Unknown
Barron County	Ok but busy	http://www.barroncounty.wi.gov/	http://www.co.barron.wi.us/calendar.cfm	not available	GovOffice.com	Laserfiche
Bayfield County	Good	https://www.bayfieldcounty.org/	https://www.bayfieldcounty.org/agendacenter	not available	CivicPlus	Agenda Center
Brown County	Ok - disorganized and too busy	http://www.co.brown.wi.us/	http://www.co.brown.wi.us/departments/committees/?department=2c960fb409b5&committee=c9be9bb9d8a7	3rd Party Site: NEWave	DMI Studios	Manual
Buffalo County	Ok-scrolling issues	http://www.buffalocounty.com/	http://www.buffalocounty.com/AgendaCenter	*NOT PURCHASED or NOT AVAILABLE*	CivicPlus	Agenda Center
Burnett County	No	http://www.burnettcounty.com/	http://www.burnettcounty.com/Archive.aspx	*NOT PURCHASED or NOT AVAILABLE*	CivicPlus	Archive Center
Calumet County	Very Good -skip calendar unless someone maintains	http://www.co.calumet.wi.us/	http://www.co.calumet.wi.us/agendacenter	*NOT PURCHASED or NOT AVAILABLE*	CivicPlus	Agenda Center

Entity	Web Site Style Opinion	Website	Agenda Page	Video Example	Website Vendor	Agenda, Minutes, Video
Chippewa County	Good	http://www.co.chippewa.wi.us/	http://chippewa.countywi.igm2.com/Citizens/Default.aspx	*NOT PURCHASED or NOT AVAILABLE*	Vision Internet	Accela (IQM2)
Clark County	Very Good	http://www.co.clark.wi.us/	http://www.co.clark.wi.us/AgendaCenter	*NOT PURCHASED or NOT AVAILABLE*	CivicPlus	Agenda Center
Columbia County	Old style - Poor links are not obvious	http://www.co.columbia.wi.us/ColumbiaCounty/	http://www.co.columbia.wi.us/columbiacounty/countyboard/Committees/CommitteesMeetingMinutes/tabid/266/Default.aspx	not available	W3	LinkClick
Crawford County	Plain	http://www.crawfordcountyiwi.org	http://www.crawfordcountyiwi.org/meeting-minutes.html	not available	Internal	pdf
Dane County	Poor - Very busy	https://www.countyofdane.com/	https://dane.legistar.com/Calendar.aspx	http://dane.granicus.com/MediaPlayer.php?view_id=1&clip_id=78	Internal	Granicus
Dodge County	Ok - bit too much on home page	http://www.co.dodge.wi.gov/	http://www.co.dodge.wi.gov/government/departments-and-county-board/committees-agendas-minutes	not available	Vision Internet	Unknown
Door County	Poor - too busy	http://www.co.door.wi.gov/	http://map.co.door.wi.us/Agendas-Minutes/	not available	Internal	Unknown
Douglas County	Good - poor choices for pictures	http://www.douglascountyiwi.org/	http://www.douglascountyiwi.org/agendacenter	not available	CivicPlus	Agenda Center
Dunn County	Ok - vintage newsletter style	http://www.co.dunn.wi.us/	https://drive.google.com/drive/folders/0B9R7T0EUVi-	Tour of Dunn County	GovOffice	Google Drive

Entity	Web Site Style Opinion	Website	Agenda Page	Video Example	Website Vendor	Agenda, Minutes, Video
			5QmQ2b1NESS1vYkU			
Eau Claire County	ok but too many options on home page	http://www.co.eau-claire.wi.us/	http://www.co.eau-claire.wi.us/government/county-board/county-board-information	3rd party site: Valley Media Works	Vision Internet	Unknown
Florence County	better, but too many options on home page	http://www.florencecountyiwi.com/	http://www.florencecountyiwi.com/minutes-and-agendas/	not available	DMI Studios	Unknown
Fond du Lac County	ok but too many options on home page	http://www.fdlco.wi.gov/	http://www.fdlco.wi.gov/government/committee-meetings/meetings-calendar/-toggle-allpast	unknown	Vision Internet	Unknown
Forest County	Old style - Far too much small print	http://www.co.forest.wi.gov/	http://www.co.forest.wi.gov/Meetings_list.asp?location=145	not available	Internal	Unknown
Grant County	Old style - Far too much small print	http://www.co.grant.wi.gov/	http://www.co.grant.wi.gov/meetings_list.asp?location=147	not available	wisnet.net	Unknown
Green County	Old style - Far too much small print	http://www.co.green.wi.gov/	http://www.co.green.wi.gov/meetings_list.asp?location=148	not available	wisnet.net	Unknown
Green Lake County	Getting better but still too many options on main page	http://www.co.green-lake.wi.us/	http://www.co.green-lake.wi.us/meetings.html	not available	Wisnet.com	Unknown
Iowa County	Getting better but still too much and too small font on main page	http://www.iowacounty.org/	http://www.iowacounty.org/countyboard/committees/committeeoncommittees.sh	not available	TemplateKingdom.com	Unknown

Entity	Web Site Style Opinion	Website	Agenda Page	Video Example	Website Vendor	Agenda, Minutes, Video
			trml			
Iron County	Old style - Far too much small print	http://www.co.iron.wi.gov/	http://www.co.iron.wi.gov/meetings.lst.asp?locid=180	not available	Unknown	Unknown
Jackson County	Getting better still too much and too small font	http://www.co.jackson.wi.us/	http://www.co.jackson.wi.us/index.asp?Type=B_BASIC&SEC={D74CF428-EC69-4F56-81B5-F384461DA877}	not available	GovOffice.com	Unknown
Jefferson County	Getting better still too much and too small font - dropdowns?	http://www.jeffersoncountywi.gov/	http://jeffersoncountyapps.jeffersoncountywi.gov/jc/public/ichome.php?page_id=954&page_name=Agendas/Minutes	http://www.jeffersoncountywi.gov/government/cb_video_2.php	Revize	Custom Programming
Juneau County	Old style - Far too much small print	http://www.co.juneau.wi.gov/	http://www.co.juneau.wi.gov/meetings.html	unknown	Google	Google Drive
Kenosha County	Good but a bit long scrolling	http://www.kenoshacounty.org/	http://www.kenoshacounty.org/AgendaCenter/Executive-Committee-11	Audio only	CivicPlus	Agenda Center
Kewaunee County	Old style - Far too much small print & a scroller really?	http://www.kewauneeco.org/	http://www.co.kewaunee.wi.gov/section.asp?linkid=2417&locid=192	unknown	Unknown	Unknown
La Crosse County	Getting better but still too many options on main page	http://www.co.la-crosse.wi.us/	http://www.co.la-crosse.wi.us/calendar.asp?View=MeetingView&AppID=1	unknown	W3	Unknown

Entity	Web Site Style Opinion	Website	Agenda Page	Video Example	Website Vendor	Agenda, Minutes, Video
Lafayette County	Old style - Far too much small print	http://www.co.lafayette.wi.gov/	http://www.co.lafayette.wi.gov/meetings_list.asp?ocid=152	unknown	Internal	Unknown
Langlade County	GOOD but fonts too small and a bit too much	http://www.co.langlade.wi.us/	http://www.co.langlade.wi.us/agendas.htm	unknown	Internal - Dreamweaver	Unknown
Lincoln County	Old style - Far too much on home page, font better, style better	http://www.co.lincoln.wi.us/	http://www.co.lincoln.wi.us/minutes_and_agendas/minutes/?committee=5cc3f35a149e	not available	DMI Studios	Manual
Manitowoc County	POOR style ok but too scrolly and disorganized	http://www.manitowoc.org/	https://manitowoc.legistar.com/DepartmentDetails.aspx?ID=1&GUID=770A53B6-6E48-496F-A438-69281D7DC6FC&R=9022e104-5580-46f8-8b75-d46056e768e0	http://manitowoc.granicus.com/MediaPlayer.php?view_id=1&clip_id=508	CivicPlus	Granicus
Marathon County	Old style - Far too much small print	http://www.co.marathon.wi.us/	http://www.co.marathon.wi.us/Government/CountyBoard/MinutesAgendas.aspx	not available	W3	Unknown
Marinette County	Old style - Far too much small print	http://www.marinettecounty.com/	http://www.marinettecounty.com/minutes_and_agendas/minutes/?committee=general	not available	DMI Studios	Unknown
Marquette County	Ok but a bit scrolly / busy - GOOD STYLE	http://www.co.marquette.wi.us/	http://www.co.marquette.wi.us/government/agendas-and-minutes	unknown	Vision Internet	Unknown
Menominee County	Very good (would like to see more mobile)	http://www.co.menominee.wi.us/	http://www.menomineecounty.com/minutes_and	unknown	DMI Studios	Unknown

Entity	Web Site Style Opinion	Website	Agenda Page	Video Example	Website Vendor	Agenda, Minutes, Video
			agendas/			
Milwaukee County	Getting better - Ok Style, too much info	http://county.milwaukee.gov/MilwaukeeCounty7699.htm	https://milwaukeecounty.legistar.com/Calendar.aspx	Live Audio Only: http://media.courty.milwaukee.gov/room200	Northwoods Titan Content Management System	Unknown
Monroe County	Getting better - Good Style still too much info and odd layout.	http://www.co.monroe.wi.us/	http://www.co.monroe.wi.us/committees/administrativeexecutive-committee/	not available	W3	Unknown
Oconto County	Good but a few too many buttons and links on home page	https://www.co.oconto.wi.us/	https://www.co.oconto.wi.us/minutes_and_agendas/	not available	DMI Studios	Unknown
Oneida County	Old style - font better, style better too many links	http://www.oneida.wi.gov/	http://www.oneida.wi.gov/meetings_list.asp?locid=135	not available	Internal	Unknown
Outagamie County	OK better if buttons moved up and links to info changed - good style	http://www.outagamie.org/	http://www.outagamie.org/government/document-central-folder-view/-folder-1440	not available	Vision Internet	Unknown
Ozaukee County	good, but graphically odd - hard to find buttons	http://www.co.ozaukee.wi.us/	http://www.co.ozaukee.wi.us/agendacenter	unknown	CivicPlus	Agenda Center
Pepin County	better, but too many options and links	http://www.co.pepin.wi.us/	http://www.co.pepin.wi.us/index.asp?SEC=A8F39D5F-71D2-439B-8CD2-2206FF4C6B85&Type=B_BASIC	not available	GovOffice	Unknown
Pierce County	better, but too many options and small fonts hard to	http://www.co.pierce.wi.us/	http://www.co.pierce.wi.us/Agendas_Minutes/Agendas_Minutes%	not available	W3	Unknown

Entity	Web Site Style Opinion	Website	Agenda Page	Video Example	Website Vendor	Agenda, Minutes, Video
	identify links		202017/Agendas Minutes Main 2017.html			
Polk County	Poor, small font, too many options - very old school	http://www.co.polk.wi.us/	http://www.co.polk.wi.us/index.asp?SEC=848005F0-8FC8-41F4-BF6D-E76996510194&Type=B_BASIC	unknown	GovOffice	Unknown
Portage County	better, but too many options and small fonts hard to identify links	http://www.co.portage.wi.us/	http://www.co.portage.wi.us/government/past-county-board-proceedings	unknown	Vision Internet	Unknown
Price County	Good - simple direct links older style	http://www.co.price.wi.us/	http://www.co.price.wi.us/AgendaCenter	unknown	CivicPlus	Agenda Center
Racine County	EXCELLENT - simple mobile friendly and key data up front	http://racinecounty.com/	http://racinecounty.com/government/all-board-and-committees	Audio Only	Vision Internet	Unknown
Richland County	Simpler but mismatch in style and small fonts - too much	http://www.co.richland.wi.us/	?	unknown	Unknown	Unknown
Rock County	Good -cleaner for old school, small fonts doesn't use all real estate	http://www.co.rock.wi.us/	?	unknown	Internal	Unknown
Rusk County	Good -cleaner for old school, small fonts doesn't use all real estate	http://www.ruskcounty.org/	http://www.ruskcounty.org/meeting-information/meeting-agendas/	unknown	W3	Unknown
Sauk County	Excellent - Simple visual ***	https://www.co.sauk.wi.us/	https://www.co.sauk.wi.us/meetings	http://sauk.granicus.com/ViewPublisher.php?view_id=2	Internal with assistance from Aha Consulting	Granicus

Entity	Web Site Style Opinion	Website	Agenda Page	Video Example	Website Vendor	Agenda, Minutes, Video
Sawyer County	ok but a bit scrolly otherwise good - header should overlap image to save space	http://www.sawyercounty.gov.org/	http://www.sawyercountygov.org/agendacenter	unknown	CivicPlus	Agenda Center
Shawano County	ok but too busy	http://www.co.shawano.wi.us/	?	unknown	DMI Studios	Unknown
Sheboygan County	better but layout is odd	http://www.sheboygancoounty.com/	http://publicweb.ci.sheboygan.wi.us/AgendaMinutes/Committees/Show-Committees-Table.aspx	not available	Vision Internet	Unknown
St Croix County	Busy old school too many links	http://www.co.saint-croix.wi.us/	?	unknown	W3	Unknown
Taylor County	better tool, but layout is messy and too much info on home	http://www.co.taylor.wi.us/	http://www.co.taylor.wi.us/events/	unknown	Wordpress	Unknown
Trempealeau County	Old school - small fonts	http://www.trempeleaucounty.com/tchome/	?	unknown	Unknown	Unknown
Vernon County	Simple old school doesn't use entire page, too much on home	https://www.vernoncounty.org/	?	unknown	W3	Unknown
Vilas County	ok - doesn't use entire page, links odd, styling better	http://www.vilascountywi.gov/	https://calendar.google.com/calendar/html/embed?src=vilascounty-clerk@gmail.com&ctz=America/Chicago&pli=1	not available	W3	Unknown
Walworth County	Better - old school, not using entire page, small fonts too much info	http://www.co.walworth.wi.us/	?	unknown	W3	Unknown

Entity	Web Site Style Opinion	Website	Agenda Page	Video Example	Website Vendor	Agenda, Minutes, Video
Washburn County	Decent old style, should use entire page, too many links on home	http://www.co.washburn.wi.us/	?	unknown	Google	Unknown
Washington County	Ok - fonts too small, needs to use entire page, too much on home	http://www.co.washington.wi.us/	?	unknown	W3	Unknown
Waukesha County	Good - but some issues / links normally top or side or bottom not center	https://www.waukeshacounty.gov/	https://www.waukeshacounty.gov/meetings	unknown	W3	RSS Feed
Waupaca County	Good but buttons off bottom and not "overlay" otherwise decent	http://www.co.waupaca.wi.us/	http://www.co.waupaca.wi.us/departments/government_department/county_board/agendas_and_minutes.php	unknown	Revize	Unknown
Waushara County	Better - cleaner but should use entire page and overlay otherwise good	http://www.co.waushara.wi.us/	https://waushara.municipalcms.com/agenda.aspx	unknown	Municipal CMS	Unknown
Winnebago County	Poor - old school - too much and small fonts	https://www.co.winnebago.wi.us/	https://www.co.winnebago.wi.us/county-clerk/meetings	unknown	W3	Unknown
Wood County	Better - old school but a bit cleaner - too much and small fonts	http://www.co.wood.wi.us/	http://www.co.wood.wi.us/CountyBoard/Committees.aspx	unknown	W3	file service
City of Bellingham	Excellent but buttons on bottom could just be text to simplify and moved up slightly for a "single page"	https://www.cob.org/	?	unknown	Unknown	Unknown

April 17, 2018

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING BUDGET ADJUSTMENT
GENERAL FUND TRANSFER

WHEREAS, Corporation Counsel has submitted the following request for the transfer of General Fund dollars to Corporation Counsel's departmental budget, which requires approval by a 2/3 vote of the full County Board:

2018 – The unanticipated Sales and Use Tax Lawsuit brought against Brown County by the Brown County Taxpayers Association (BCTA), Rich Heidel, President, has led to previously unforeseen legal expenditures in the following amounts: 1) \$41, 288.55 for January 2018; and 2) \$68,022.15 for February 2018, for a total of \$109,310.70 expended to date on this matter. Litigation continues in this matter, and additional funds in the amount of \$250,000 are needed to be transferred from the general fund to the Corporation Counsel budget in order to continue defending Brown County's interests.

Amount: \$250,000

and

WHEREAS, it is desirous to transfer the requested \$250,000 to the Corporation Counsel departmental budget by transferring \$250,000 from the General Fund to the Corporation Counsel departmental budget; and

WHEREAS, this budget adjustment is necessary to ensure activities are appropriated and accounted for properly.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors hereby authorizes and directs that the funds mentioned above shall be transferred as stated above.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH,
COUNTY EXECUTIVE

Date Signed: _____

Authored by Administration

Approved by Corporation Counsel's Office

Fiscal Note: This Resolution requires an appropriation of \$250,000 from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST.	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST.	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4006
FAX (920) 448-4003
David.Hemery@co.brown.wi.us

David P. Hemery
Corporation Counsel

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 04-02-2018
REQUEST TO: Admin Comm; Exec Comm; and County Board
MEETING DATE: 04-05-2018; 04-09-2018; and 04-17-2018
REQUEST FROM: David P. Hemery, Corp Counsel

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING BUDGET ADJUSTMENT
GENERAL FUND TRANSFER

ISSUE/BACKGROUND INFORMATION:

The unanticipated Sales and Use Tax Lawsuit brought against Brown County by the Brown County Taxpayers Association (BCTA), Rich Heidel, President, has led to previously unforeseen legal expenditures in the following amounts: 1) \$41, 288.55 for January 2018; and 2) \$68,022.15 for February 2018, for a total of \$109,310.70 expended to date on this matter. Litigation continues in this matter, and additional funds in the amount of \$250,000 are needed to be transferred from the general fund to the Corporation Counsel budget in order to continue defending Brown County's interests.

ACTION REQUESTED:

To Approve

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$250,000 _____
 - b. If part of a bigger project, what is the total amount of the project?
\$ _____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? From the general fund.

X COPY OF RESOLUTION OR ORDINANCE IS ATTACHED



Budget by Account Classification Report (Draft and Unaudited)

Through 02/28/18

Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% Used/Ret'd	Prior Year YTD
Fund 100 - General Fund									
REVENUE									
Property Taxes	1,352,599.00	.00	1,352,599.00	112,716.58	.00	225,433.16	1,127,165.84	17	232,134.34
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	2,000.00	.00	2,000.00	188.00	.00	369.00	1,631.00	18	375.50
Other Financing Sources	.00	13,849.00	13,849.00	.00	.00	13,849.00	.00	100	.00
REVENUE TOTALS	\$1,354,599.00	\$13,849.00	\$1,368,448.00	\$112,904.58	\$0.00	\$239,651.16	\$1,128,796.84	18%	\$232,509.84
EXPENSE									
Personnel Costs	1,069,491.00	13,849.00	1,083,342.00	71,456.65	.00	143,572.10	939,769.90	13	112,946.55
Operating Expenses	285,106.00	.00	285,106.00	14,400.34	7,100.00	44,245.01	233,760.99	18	65,784.72
EXPENSE TOTALS	\$1,354,599.00	\$13,849.00	\$1,368,448.00	\$85,856.99	\$7,100.00	\$187,817.11	\$1,173,530.89	14%	\$178,731.27
Fund 100 - General Fund Totals									
REVENUE TOTALS	1,354,599.00	13,849.00	1,368,448.00	112,904.58	.00	239,651.16	1,128,796.84	18%	232,509.84
EXPENSE TOTALS	1,354,599.00	13,849.00	1,368,448.00	85,856.99	7,100.00	187,817.11	1,173,530.89	14%	178,731.27
Grand Totals									
	\$0.00	\$0.00	\$0.00	\$27,047.59	(\$7,100.00)	\$51,834.05	(\$44,734.05)		\$53,778.57
Fund 100 - General Fund Totals									
REVENUE TOTALS	1,354,599.00	13,849.00	1,368,448.00	112,904.58	.00	239,651.16	1,128,796.84	18%	232,509.84
EXPENSE TOTALS	1,354,599.00	13,849.00	1,368,448.00	85,856.99	7,100.00	187,817.11	1,173,530.89	14%	178,731.27
Grand Totals									
	\$0.00	\$0.00	\$0.00	\$27,047.59	(\$7,100.00)	\$51,834.05	(\$44,734.05)		\$53,778.57

13

BROWN COUNTY TURNOVER REPORT

February-18

HIRE	STATUS	POSITION	DEPT
1	2/12/18	SW Supervisor	HHS-SB
2	2/5/18	Highway Crew	DPW
3	2/6/18	Library Services Assistant	Library
4	2/12/18	Garage Mechanic	Sheriff
5	2/5/18	Facility Planning & Project Manager	DPW
6	2/12/18	Correctional Officer	Sheriff
7	2/12/18	Correctional Officer	Sheriff
8	2/18/18	Secretary II	UW Extension
9	2/8/2018	C.N.A.	HHS-CTC-Bay Shore
10	02/28/18	AODA Counselor	HHS-CTC
11	02/13/18	Highway Crew	DPW-Duck Creek
12	02/08/18	C.N.A.	HHS-CTC
13	02/08/18	Horticulture Assistant	UW Extension
14	02/27/18	Highway Crew	DPW
15	02/22/18	Husbandry Assistant	Zoo
16	02/19/18	Seasonal Employee	Golf Course

TERM	STATUS	POSITION	DEPT	COMMENTS:	TALLY:
1	2/2/18	Lead Garage Mechanic	Sheriff	Retirement	3
2	2/28/17	Clinical Social Worker	CTC	Personal Reasons	3
3	2/2/18	Facility Mechanic	PW/Facilities	Other Job Offer	2
4	2/5/18	Husbandry Assistant	NEW Zoo	Not A Good Fit	
5	2/2/18	Maintenance Mechanic Airport	Airport	None Given	13
6	2/3/18	Library Service Associate	Library	End of assignment	1
7	2/9/18	Social Worker/Case Manager	Human Services		
8	2/15/18	RN - Charge Nurse	CTC		
9	2/25/18	Certified Nursing Assistant	CTC		
10	2/1/18	Grounds Supervisor	UW Extension		
11	2/28/18	Park Supervisor	Fac. & Park Mgmt.		
12	2/1/18	Economic Support Specialist	Human Services		
13	2/8/18	Youth Support Specialist	Human Services		
14	2/23/18	Deputy County Clerk	County Clerk		
15	2/12/18	Concessionaire Supervisor	NEW Zoo		
16	2/12/18	Concessionaire	NEW Zoo		
17	2/16/18	HR Administrative Coordinator	Human Resources		
YTD Applications:					1833
YTD Requisitions:					81
Applications/Req. (2018):					23
Applications/Req. (2017):					27

Port & Resource Rec.
Public Safety Comm.
Library
CTC
DPW-Highway

Clerk/Typist II
Telecommunication Operator
Lib. Automation & Fin. Svcs. Manager
Certified Nursing Assistant
Summer Engineering Aide

18 2/23/18 FT
19 2/12/18 FT
20 2/28/18 FT
21 2/22/18 FT
22 2/23/18 LTE

TRANS		STATUS	POSITION	DEPT	STATUS POSITION		DEPT
1	2/5/2018	FT	SW/CM	Human Services	FT	SW/CM (CLTS)	Human Services
2	2/5/2018	FT	SW/CM	Human Services	FT	SW/CM (CLTS)	Human Services
3	2/5/2018	FT	Social Worker Supervisor	Human Services	FT	Social Worker Supervisor (CLTS)	Human Services
4	2/19/2018	PT .2 FTE	Youth Support Specialist	Human Services	On-Call	Youth Support Specialist	Human Services
5	2/12/2018	FT	Housekeeper	Airport	FT	Housekeeper Lead	Human Services
6	2/12/2018	FT	Judicial Assistant	District Attorney	FT	Victim Witness Program Coord	DA
7	2/12/18	FT	Court Coordinator	Clerk of Courts	FT	Judicial Assistant	Circuit Courts
8	2/5/2018	FT	Facility Worker	DPW	FT	Facility Mechanic	Jail
9	2/13/2018	FT	Correctional Officer	Sheriff	LTE	Correctional Officer	Sheriff
10	2/12/2018	LTE	Ski Program Concessionaire	Parks	LTE	Adventure Park Lead Guide	Parks
11	2/11/2018	PT .2 FTE	C.N.A	CTC-BAYSHORE	FT	C.N.A	CTC
12	2/19/2018	FT	Deputy Clerk 1A	COC	FT	Court Coordinator	COC
13	2/20/2018	LTE	Clerk Typist II	COC	FT	Clerk Typist II	COC

Department Vacancies Report AS OF MARCH 23, 2018
(Positions with A1 Approval to Fill)

Department	Title	# of Vacancies	FT, PT, On Call
Austin Straubel Int'l Airport	Airport Director	1	FT
	Housekeeper	1	FT
	Maintenance Mechanic - Airfield	1	FT
Human Resources	Employee Relations Manager	1	FT
	Human Resources Admin Coord	1	FT
	Payroll Manager	1	FT
Human Services - Community Programs	Behavioral Health Supervisor: Crisis Coordinator	1	FT
	Clerk Receptionist	1	FT
	Clinical Social Worker/Licensed Professional	1	FT
	Deputy Director	1	FT
	Social Worker/Case Manager: Behavioral Health Unit	1	FT
Human Services - Community Treatment Center	Advanced Practice Nurse Prescriber	1	FT
	Certified Nursing Assistant (CNA)	1	FT
	Certified Nursing Assistant (CNA)	10	PT/On Call
	Co-op Foods and Nutrition Student Intern	1	LTE
	Cook	1	On Call
	Food Service Worker	3	PT/On Call
	Licensed Practical Nurse (LPN)	3	PT/On Call
	RN Charge Nurse	1	FT
	RN Charge Nurse	3	PT/On Call
Land & Water Conservation	LTE/West Shore	1	LTE
Library	Administration Associate	1	FT
	Library Service Associate	1	PT
	Library Service Clerk	1	PT
	Library Supervisor	1	FT
	Reference Librarian	1	FT
Planning & Land Services	Central Services Specialist	1	FT
	Planner I - Housing	1	FT
	Real Property Lister	1	FT
	Planner I - Transportation	1	FT
Sheriff	Correctional Officer	3	FT
	Correctional Officer LTE	2	LTE
	Mechanic Intern	1	LTE
	Patrol Officer	2	FT
Veterans Services	Veterans Benefits Specialist	1	FT
Zoo & Park Management - Parks	Adventure Park Guide (LTE)	2	LTE
	Seasonal Park Worker	4	LTE
	Seasonal Trail Ranger	2	LTE
	Security Officer - LTE	1	LTE
Zoo & Park Management - Zoo	Concessionaire	2	LTE
	Concessionaire Supervisor	1	LTE
	LTE-summer employee	1	LTE
TOTAL		67	

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



Kathryn A. Roellich

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

MEMORANDUM

Date: March 23, 2018

To: Administration Committee:

Richard Schadewald, Chair, Administration
Mark Becker
John S. Vander Leest

Jamie Blom, Vice-Chair
James Kneiszel

Executive Committee

Tom Lund, Chair, Executive
Patrick Buckley
Erik Hoyer

Patrick Moynihan Jr., Vice-Chair
Bernie Erickson
John Van Dyck

From: Kathryn Roellich
HR Director

Re: Human Resources Report – April, 2018

The following is a brief summary of activities occurring within the Brown County Human Resources Department.

- Standing Items:
 - Budget Status Financial Report
 - Turnover Reports
 - Department Vacancies
 - Report: Health & Dental Plan: February info provided at March meeting; March data has not yet been received as of the date of this report.
- Work on the Classification and Compensation Study continues.
- Benefits:
 - Continued review and assessment of employee benefit offerings. Areas under consideration may include, but are not limited to:
 - Offering two plans: existing plan and a High Deductible Health Savings Account Plan
 - Near-site clinics replacing FastCare
 - Cost containment services/providers
 - Nurse Case Manager for specific case management issues including multiple prescriptions/specialists/treatments plans
 - Healthcheck 360
- Safety: Preliminary Information would indicate the position of Safety Coordinator is having a significant impact on worker's compensation injuries, lost time, restricted days and overall costs:

Item	2016	2017	Difference
Lost Time Days (employee off work)	302	89	(213)
Restricted Days (modified duty)	983	868	(115)
Recordable Injuries	57	43	(14)
Work Comp Wages	\$42866.27	\$19947.03	(\$22919.24)

- Staff Updates:
 - Wendy Stewart hired as Payroll Manager, effective 3/26/18

Brown County Administration
Budget Status Report
For period ended 12/31/2017
Unaudited

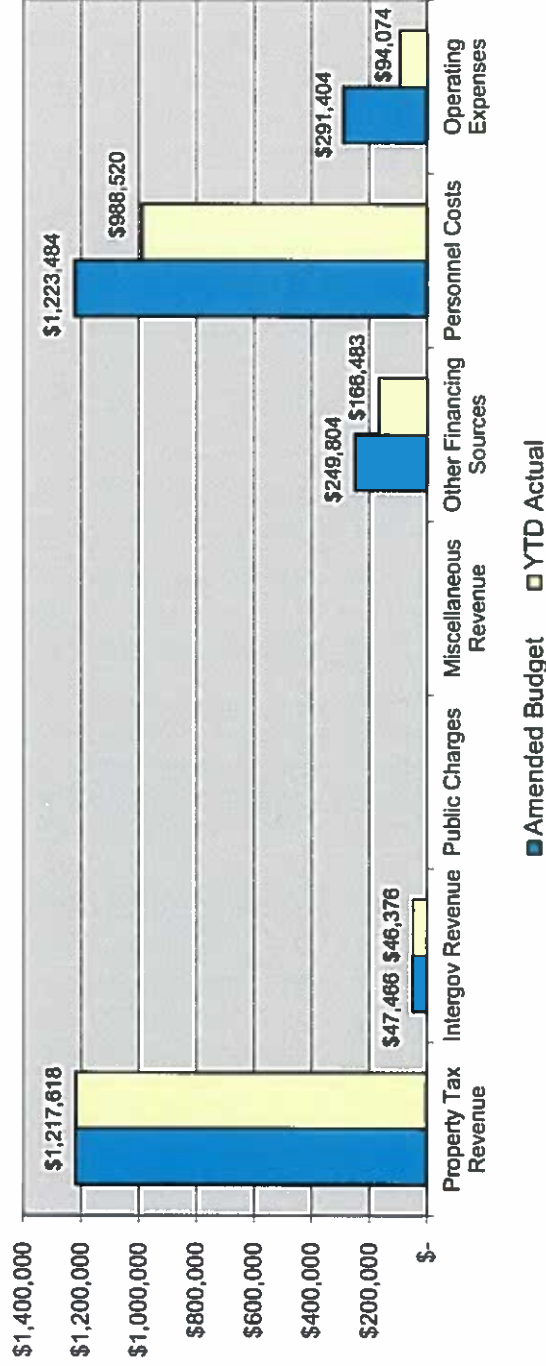
	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,217,618	\$ 1,217,618	100%
Intergov Revenue	\$ 47,466	\$ 46,376	98%
Public Charges	\$ -	\$ -	0%
Miscellaneous Revenue	\$ -	\$ -	0%
Other Financing Sources	\$ 249,804	\$ 166,483	67%
Personnel Costs	\$ 1,223,484	\$ 988,520	81%
Operating Expenses	\$ 291,404	\$ 94,074	32%

HIGHLIGHTS:

Revenues: Other financing sources variance includes a reimbursement for project team personnel costs which trended lower due to vacancy of project team members. This amount included carryover from 2016.

Expenses: Personnel trended lower due to vacancy of a project team member; one team member was on extended leave from January to April; and two additional vacancies occurred in May and were vacant through July. One additional vacancy occurred in October, and another in November. Operating Expenses included \$166,483 of carryover; travel and training trended lower than last year, as did office supplies expenses.

Administration - December 31, 2017
Unaudited





Budget by Account Classification Report

Through 12/31/17

Unaudited

Prior Fiscal Year Activity Included - Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 100 - General Fund									
REVENUE									
Property taxes	1,217,618.00	.00	1,217,618.00	101,468.13	.00	1,217,618.00	.00	100	1,230,927.00
Intergov Revenue	47,466.00	.00	47,466.00	3,971.09	.00	46,376.12	1,089.88	98	47,500.00
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	.00	.00	.00	(207.86)	.00	.00	.00	+++	.00
Other Financing Sources	83,321.00	166,483.00	249,804.00	.00	.00	166,483.00	83,321.00	67	280,584.00
REVENUE TOTALS	\$1,348,405.00	\$166,483.00	\$1,514,888.00	\$105,231.36	\$0.00	\$1,430,477.12	\$84,410.88	94%	\$1,559,011.00
EXPENSE									
Personnel Costs	1,223,484.00	.00	1,223,484.00	102,941.03	.00	988,520.19	234,963.81	81	1,066,359.17
Operating Expenses	124,921.00	166,483.00	291,404.00	13,266.32	.00	94,074.01	197,329.99	32	234,686.72
EXPENSE TOTALS	\$1,348,405.00	\$166,483.00	\$1,514,888.00	\$116,207.35	\$0.00	\$1,082,594.20	\$432,293.80	71%	\$1,301,045.89
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	(\$10,975.99)	\$0.00	\$347,882.92	(\$347,882.92)		\$257,965.11
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	(\$10,975.99)	\$0.00	\$347,882.92	(\$347,882.92)		\$257,965.11
Grand Totals									
REVENUE TOTALS	1,348,405.00	166,483.00	1,514,888.00	105,231.36	.00	1,430,477.12	84,410.88	94%	1,559,011.00
EXPENSE TOTALS	1,348,405.00	166,483.00	1,514,888.00	116,207.35	.00	1,082,594.20	432,293.80	71%	1,301,045.89
Grand Totals	\$0.00	\$0.00	\$0.00	(\$10,975.99)	\$0.00	\$347,882.92	(\$347,882.92)		\$257,965.11

18

**Brown County
Administration**

Budget Status Report

For period ended 2/28/2018

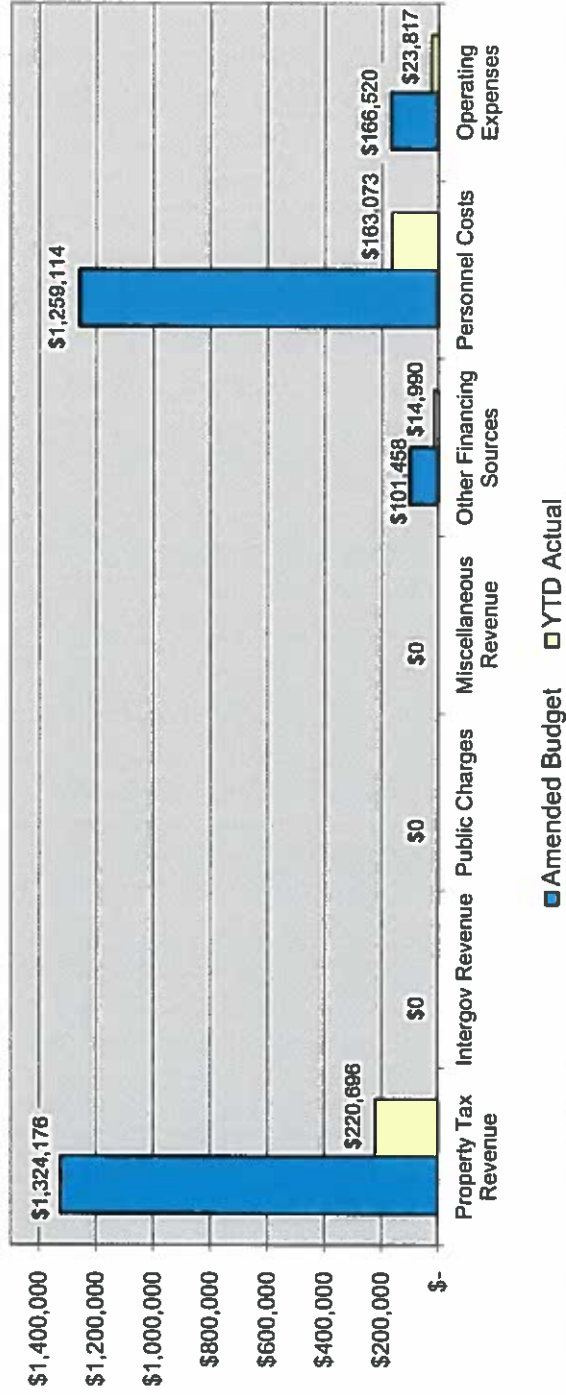
Unaudited

HIGHLIGHTS:

Revenues and Expenses: running close to anticipated amounts.

	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,324,176	\$ 220,696	17%
Intergov Revenue	\$ -	\$ -	0%
Public Charges	\$ -	\$ -	0%
Miscellaneous Revenue	\$ -	\$ -	0%
Other Financing Sources	\$ 101,458	\$ 14,990	15%
Personnel Costs	\$ 1,259,114	\$ 163,073	13%
Operating Expenses	\$ 166,520	\$ 23,817	14%

**Administration - February 28, 2018
Unaudited**





Budget by Account Classification Report

Through 02/28/18

Prior Fiscal Year Activity Included-Summary Listing

UNAUDITED

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 100 - General Fund									
REVENUE									
Property taxes	1,324,176.00	.00	1,324,176.00	110,348.00	.00	220,696.00	1,103,480.00	17	202,936.34
Intergov Revenue	.00	.00	.00	.00	.00	.00	.00	+++	47,500.00
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources	86,468.00	14,990.00	101,458.00	.00	.00	14,990.00	86,468.00	15	.00
REVENUE TOTALS	\$1,410,644.00	\$14,990.00	\$1,425,634.00	\$110,348.00	\$0.00	\$235,686.00	\$1,189,948.00	17%	\$250,436.34
EXPENSE									
Personnel Costs	1,244,124.00	14,990.00	1,259,114.00	83,224.76	.00	163,072.92	1,096,041.08	13	164,701.08
Operating Expenses	166,520.00	.00	166,520.00	10,774.67	.00	23,816.65	142,703.35	14	20,320.33
EXPENSE TOTALS	\$1,410,644.00	\$14,990.00	\$1,425,634.00	\$93,999.43	\$0.00	\$186,889.57	\$1,238,744.43	13%	\$185,021.41
Fund 100 - General Fund Totals									
REVENUE TOTALS	1,410,644.00	14,990.00	1,425,634.00	110,348.00	.00	235,686.00	1,189,948.00	17%	250,436.34
EXPENSE TOTALS	1,410,644.00	14,990.00	1,425,634.00	93,999.43	.00	186,889.57	1,238,744.43	13%	185,021.41
Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	\$16,348.57	\$0.00	\$48,796.43	(\$48,796.43)		\$65,414.93
Grand Totals									
REVENUE TOTALS	1,410,644.00	14,990.00	1,425,634.00	110,348.00	.00	235,686.00	1,189,948.00	17%	250,436.34
EXPENSE TOTALS	1,410,644.00	14,990.00	1,425,634.00	93,999.43	.00	186,889.57	1,238,744.43	13%	185,021.41
Grand Totals	\$0.00	\$0.00	\$0.00	\$16,348.57	\$0.00	\$48,796.43	(\$48,796.43)		\$65,414.93

18

BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- ☐ 1 Reallocation from one account to another in the same level of appropriation
Dept Head
- ☐ 2 Reallocation due to a technical correction that could include:
Director of Admin *W*
- Reallocation to another account strictly for tracking or accounting purposes
 - Allocation of budgeted prior year grant not completed in the prior year
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation
County Exec
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)
County Exec
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)
Admin Committee
- ☐ 5 b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.
Oversight Comm
2/3 County Board
- ☐ 6 Reallocation between two or more departments, regardless of amount
Oversight Comm
2/3 County Board
- ☐ 7 Any increase in expenses with an offsetting increase in revenue
Oversight Comm
2/3 County Board
- ☒ 8 Any allocation from a department's fund balance
Oversight Comm
2/3 County Board
- ☐ 9 Any allocation from the County's General Fund
Oversight Comm
Admin Committee
2/3 County Board

Justification for Budget Change:

2017 – As per Internal Revenue Service (IRS) requirements, the following unspent debt proceeds are being transferred from the various Capital Projects Funds to the Debt Service Fund:

2006 series debt issuance for Sheriff Department Projects - \$1,793

2012 series debt issuance for Library Improvements \$4,306

Fiscal effect \$ Zero

<u>Increase</u>	<u>Decrease</u>	<u>Account #</u>	<u>Account Title</u>	<u>Amount</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	434.074.001.9003	Capital Project - Transfer Out	1,793
<input checked="" type="checkbox"/>	<input type="checkbox"/>	300.098.906.900.9002	Debt Service - Transfer In	1,793
<input checked="" type="checkbox"/>	<input type="checkbox"/>	425.050.9003	Capital Project - Transfer Out	4,306
<input checked="" type="checkbox"/>	<input type="checkbox"/>	300.098.912.900.9002	Debt Service - Transfer In	4,306
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

AUTHORIZATIONS

[Signature]
Signature of Department Head

[Signature]
Signature of DOA or Executive

Department: DOA

Date: 3/6/15

Date: 3-6-2015

2017 BUDGET ADJUSTMENT LOG

NUMBE R	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
17-108	3/1/18	ADMIN	2017 – Fund 257 was created during calendar year 2017 to separate the activity for the NE Region Housing Revolving Loan from within Fund 255, where it was previously combined with the Community Development Block Grant – Housing program. This budget amendment transfers the appropriate balances between the two funds. (For additional information, reference JE 2017-4154.) Amount: \$0	2	N/A	N	EmlD Dept 3/5/18
17-109	3/1/18	ADMIN	2017 – As per Internal Revenue Service (IRS) requirements, the following unspent debt proceeds are being transferred from the various Capital Projects Funds to the Debt Service Fund: 2006 series debt issuance for Sheriff Department Projects - \$1,793 2012 series debt issuance for Library Improvements \$4,306 Amount: \$0	8	3/6/18	Y	ED 3/29 PS 4/4 AD 4/4 CB 4/18 EmlD Dept 3/6
17-110	3/1/18	ADMIN	2017 – Asset #122917 was transferred from Technology Services (Fund 710) to the Copy & Document Center (Fund 730). Amount: \$0	2	N/A	N	EmlD Dept 3/6/18
17-111	3/1/18	ADMIN	2017 – Asset #123729-2 (Video Storage) was purchased by the Airport but the on-going management of the asset will be done by Technical Services. This budget amendment transfers the cost of the asset to the appropriate department. Amount: \$0	2	N/A	N	EmlD Dept 3/5/18
17-112	3/1/18	ADMIN	2017 – For each transfer in/out below, the transfers have already been approved by the applicable department head. Because different funds are involved, a budget amendment is being done to reflect the transfers. Parks – Project overage for capital project paid by Parks Dept. PALS – Unclaimed prior year expenses Jail – Transfer between two interrelated capital project funds Amount: \$0	2	N/A	N	EmlD Dept 3/5/18
17-113	3/14/18	ADMIN	2017 – The Boat Landing Fund (121) and the Rails to Trail Fund (124) are combined together with the General Fund (100) on the CAFR (Comprehensive Annual Financial Report). As such, all transfers should be classified as “intra-fund” rather than “inter-fund” transfers. Amount: \$0	2	N/A	N	EmlD Dept 3/14

NUMBE R	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
------------	--------------------	------	-------------	-----	-------------------------	--------------------------	----------------------

2018 BUDGET ADJUSTMENT LOG

<u>18-44</u>	2/27	PSC	Public Safety Communications would like to request partial use of the Contingency dollars set aside in the 2018 budget to fund staff overtime hours related to the implementation of the new Computer Aided Dispatch system. In order to meet the May 2018 project deadline, PSC must enter data from the old system to the new system, which will require overtime hours. It is estimated that data entry will take 585 hours at an average OT rate of \$33/hour. Also, PSC will need to train staff on the new system prior to implementation. This will include 8 staff with 24 hours of training at an estimated OT rate of \$36/hour and 56 employees will have 12 hours of training at an estimated OT rate of \$33/hour. Amount: \$48,393	6	2/27	Y	AD 3/7 PS 3/7 CB 3/21 EmlD Dept 2/27
<u>18-45</u>	2/28	COURTS	Courts 1-8 would like to request partial use of the Contingency dollars set aside in the 2018 budget to fund installation of security glass at the front counters for the Court Commissioners office, Room 100 and in the Register in Probate office. Amount: \$39,000	6		Y	AD 3/7 PS 3/7 CB 3/21 EmlD Dept 3/1/18
<u>18-46</u>	2/28	HHS-CS	Training for the OWI Treatment team to attend the Wisconsin Association of Treatment Court Professional State Conference. This is the review and implementation of updates of Best Practices and Standards for treatment courts. These funds will allow for the entire OWI treatment team to build a solid foundation for launching OWI as part of the treatment court programs. Amount: \$4,500	1	N/A	N	EmlD Dept 3/5/18
<u>18-47</u>	3/2	Sheriff	This 2018 budget request is to increase grant revenue and related expenses to participate in a Homeland Security ALERT SWAT Scouting training grant. The grant provides funds for the National Tactical Officer's Association to send instructors to Brown County to instruct the course. There is no match required for this grant. Grant period is 3/26-11/30/18 with training scheduled for July 2018. Amount: \$5,700	7	3/6	Y	PS 4/4 CB 4/17 EmlD Dept 3/6/18
<u>18-48</u>	3/2	Admin	2018 – Cell phone for Risk Manager for calls outside of office hours (ie. Airport, Library, etc.). Amount: \$580	1	N/A	N	EmlD Dept 3/2

NUMBE R	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
<u>18-49</u>	3/7	PALS/HHS	The budget adjustment is to reallocate the Specialized Transportation Assistance Sec. 85.21 program payments and receipts between the Planning and Human Services Departments to Transfers in/out to eliminate the duplication of grant revenue and 3rd party expenses. Amount: \$0	1	N/A	N	Emlid Dept 3/9
<u>18-50</u>	3/13	PARKS	A Gallo Business Media grant was secured by the Parks & Recreation Director's Summit in the amount of \$1,300 for Matt Kriese to attend the Summit in Atlanta, GA. This grant will cover all expenses including, transportation ground and air, two nights lodging, and food Monday thru Wednesday. The Summit will be held April 23-25, 2018 in Stone Mountain, Georgia. The Summit is a meeting of 50 directors from across the nation to discuss park and recreation topics through meetings and case studies. Staff did not request to attend, but rather it was an invitation from the group. Amount: \$1,300	7	3/14	Y	ED 3/29 CB 4/17 Emlid Dept 3/14
<u>18-51</u>	3/15	AIRPORT	The Airport has a pressure washer in Outlay for \$7,500.00. The Airport will be able to procure the pressure washer for \$4,875.00 (Cost=\$6,500 less trade of \$1,625). We request reallocation of the funds to Non-Outlay and remove them from Outlay. Amount: \$4,875	2	N/A	N	Emlid Dept 3/27/18

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

March 27, 2018

Committee Date:
April 4, 2018

TO: Administration Committee
FROM: Chad Weininger
Director of Administration
SUBJECT: March Director's Report

I. Risk & Purchasing Department

Claims for March: Two (2) claims were filed: both were related to the Brown County Sales Tax validity.

Incidents for March: (7) incidents were recorded: six (6) were for slip and falls - three (3) occurred at the Central Library; one (1) at the Ashwaubenon Library Branch sidewalk; one (1) at the Museum; and one (1) ADRC volunteer fell at client's home. One (1) incident related to an ADRC client who choked while eating and received assistance from a volunteer and they were fine.

Claims & Settlement Process: One (1) claim was settled for damage done by a Parks lawnmower to a vehicle.

Purchasing: Purchasing published/completed 2 RFQ's, 1 OTP and 2 RFB's in March.

Grievances: None.

II. Finance Department

2017 Budget: Preparing for Auditor field work in May and the preliminary CAFR.

2018 Budget: Returning to monthly closes for 2018. Administrative staff is working with HR regarding payroll processing, and CTC to bring in an outside auditor to review their operations model.

2019 Budget & Bond Refunding: Beginning working on preliminary depreciation, cost allocation, and preparing budget calendar. Working with NEW World consultant regarding position budgeting (how we budget for staff). Reviewing 2019 budget plan.

III. Sales Tax Projections & Update

IV. Tax Increment Finance District

Villages of Ashwaubenon, Hobart, and Wrightstown.

V. New World ERP (Logos)/Kronos Projects Update

The Patrol Division of the Sheriff's Office went live on Kronos Timekeeper on Sunday, March 11. All divisions of the Sheriff's Office are now live on Kronos Timekeeper.

The Kronos TeleStaff Scheduling Project for the Sheriff's Office and Public Safety Communications (PSC) has been placed on hold due to the recent resignation of the Payroll Manager. This project will be started after the new Payroll Manager is hired/trained.

The Kronos Project Team continues working with CTC on changes to the PBJ (Payroll Based Journal) interface required by CMS (Centers for Medicare & Medicaid Services).

Work is also continuing on the bank conversion changes. This includes changes to the direct deposit file, paper check formats for Accounts Payable and Payroll checks, positive pay file, bank reconciliation process, and other system changes required when transitioning to a different bank.

VI. Other

Staffing/Interns
Community Survey

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Streckenbach – County Executive